



सत्यमेव जयते



छावनी परिषद बैरकपुर  
CANTONMENT BOARD BARRACKPORE

रक्षा मंत्रालय, भारत सरकार | MINISTRY OF DEFENCE, GOVT. OF INDIA  
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भारत 2023 INDIA

संख्या / No. C/III/IE/Vol X/42

दिनांक / Date: 17.02.2023

**RECRUITMENT NOTICE**

Online applications are hereby invited from Indian Citizens and such other nationals declared eligible by Government of India for recruitment to the under mentioned post(s):

Sl. No.	Name of post	Pay Scale (as per West Bengal Services (Revision of Pay and Allowance) Rules, 2019)	Total No. of Indicative Vacancy	No. of vacancies										
				Vertical Reservation					Horizontal Reservation					
				UR	OBC	SC	ST	EW S	ES M	PwBD				
							UR	SC	ST	EW S				
1.	Asst. Teacher	PB 3, ₹ 7,100 - ₹ 37,600, GP - ₹3,600/-	01	-	-	-	-	01	-	-	-	-	-	-
2.	Stenographer	PB 3, ₹ 7,100 - ₹ 37,600, GP - ₹3,600/-	01	01	-	-	-	-	-	-	-	-	-	-
3.	Lower Division Clerk	PB 2, ₹ 5,400 - ₹ 25,200 GP - ₹ 2,600	01	-	-	-	-	-	-	-	-	-	-	01*

\* HH = Haring Impaired

**Qualification****1. Assistant Teacher****Age limit as on 13.03.2023:** 21 years to 30 years**Essential:**

- Senior Secondary (or its equivalent) with at least 45% marks and 2-year Diploma in Elementary Education (by whatever name known)  
OR

Contd. .... 2

2.

Senior Secondary (or its equivalent) with at least 45% marks and 4 year Bachelor of Elementary Education (B.El.Ed)

OR

Senior Secondary (or its equivalent) with at least 45% marks and having a diploma in Education (Special Education), a course recognized by the Rehabilitation Council of India (RCI), shall also be considered.

OR

Graduation (Honours and Pass) with at least 45% marks (for Honours Graduate, marks obtained in Honours Paper + Pass Papers) with Bachelor of Education (B. Ed).

OR

Graduation and Two-Year Diploma in Elementary Education (by whatever name known).

OR

Certificate / Diploma / Bachelor in Physical Education of duration not less than two years (or its equivalent / Bachelor in Physical Education having the duration of one year, who have passed on or before 2014) from any NCTE recognized institution.

ii. TET / CTET (Primary) passed.

Note:

- Candidates have to acquire minimum academic qualifications on or before 13.03.2023, otherwise their applications will not be considered.

**Desirable:**

Working knowledge in basic computer applications and One year experience as a teaching faculty in a reputed Organization.

**2. Stenographer:**

**Age limit as on 13.03.2023:** 21 years to 30 years

**Essential:**

- (i) Madhyamik or equivalent passed
- (ii) Must be able to take at a uniform speed of 80 words per minute in English. The dictation will be lasting for 10 minutes,
- (iii) Must be able to type accurate from a manuscript at the rate of 35 words per minute in English.
- (iv) Computer proficiency in word, database processing & power point presentation, sound knowledge on internet usage.

Note:

- Candidates have to acquire minimum academic qualifications on or before 13.03.2023, otherwise their applications will not be considered.

**Desirable:**

- (i) Working knowledge in Hindi typing

**3. Lower Division Clerk:****Age limit as on 13.03.2023:** 21 years to 40 years**Essential**

- (i) Matriculation (10) or equivalent passed from recognized Board / School or other recognized equivalent institution,
- (ii) Acquisition of elementary knowledge in Computer operation like word, database processing & power point presentation, sound knowledge on internet usage from a reputed organization for a period not less than 6 (six) months,
- (iii) Ability of typing on Computer at the speed of 35 words per minute in English and 25 words per minute in Hindi.

**Note:**

- Candidates have to acquire minimum academic qualifications on or before 13.03.2023, otherwise their applications will not be considered.

**How to Apply**

Sl. No.	Name of post	Application fees
1.	Asst. Teacher	
2.	Stenographer	Nil
3.	Lower Division Clerk	₹ 1,000/-
		Nil

For the above-mentioned posts, desiring candidates will visit <https://www.cbbarrackpore.org/recruitment/> to fill up online application. Last date to fill up the online application is on **13.03.2023**.

**Application Fees**

1. Application Fees to be paid through online mode only. Candidates may in addition have to bear the convenience charges / GST as per Online Banking norms and the details are as under:

**Scanned documents to be uploaded while filling in Online Application Form**

1. Photo Identity Proof (Passport / Voter ID Card / PAN Card / Aadhar Card).
2. Birth Certificate or Admit Card of Madhyamik or equivalent examination.
3. Mark Sheet and Certificates of all the Essential Qualifications.
4. Economically Weaker Section (EWS) and Persons with Benchmark Disabilities (PwBD) (40% and above) certificate issued by a competent authority for the claimants.
5. Candidates working in Govt Organizations / PSUs / Local Bodies etc. must obtain No Objection Certificate and produce the same at the time of interview.

**Departmental candidates:**

The Cantonment Board, Barrackpore is an autonomous body and all the employees are employees of the Board. As such a departmental candidate means the employee of the Cantonment Board, Barrackpore only in which the appointment is to be made. The employees of other than the Cantonment Board, Barrackpore cannot be treated as departmental candidates for appointment in the Cantonment Board, Barrackpore.

**Relaxation of upper age limit for departmental candidates:**

Departmental candidates who have rendered at least three years continuous service under the Cantonment Board, Barrackpore are allowed the age relaxation upto the age of 40 years by direct recruitment subject to the usual condition that the posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts. The question of determining the same line or allied will be decided by the Appointing Authority.

**Mode of Selection:**

On the basis of obtained marks in the preliminary screening test, short-listed candidates shall be called for interview/skill/physical test followed by original documents verification.

The selected candidates shall be on Probation period for 02 (two) years. Confirmation at the end of Probation Period shall not be automatic and shall be subject to successful completion of Probation Period and upon issuance of written order to that effect.

The Probation period may be further extended for one year by the Competent Authority for reasons recorded in writing.

Extraordinary Leave/Unauthorised Absence and/or any period of absence, beyond authorised leave shall not be counted within the Probation Period.

**General Instructions**

1. SUBMISSION OF MORE THAN ONE APPLICATION FOR ANY POST IS STRICTLY FORBIDDEN. CANDIDATURE OF ANY CANDIDATE WHO SUBMITS MORE THAN ONE APPLICATION WILL BE SUMMARILY CANCELLED.
2. Incomplete online applications will be treated as cancelled.
3. On the basis of online application data, Admit Cards will be generated, and the candidates are advised to carry print out of the Admit Card to the Preliminary Screening Test centre.

5.

4. The candidate is required to produce the Admit Card downloaded from the website for admission in the examination hall/room. A candidate not in possession of a valid Admit Card shall under no circumstance, be permitted to appear for the examination by the **Centre Superintendent/ Centre-in-Charge**.
5. Instructions for the Preliminary Screening Test shall be printed on the admit card.
6. Each candidate will be allocated a seat indicating the roll number. Candidates should find and occupy only the seat assigned to them. Any candidate found to have changed room or the seat on her/his own other than allotted, her/his candidature shall be cancelled immediately, and no plea would be entertained thereafter.
7. Any candidate reaching the venue allotted to her/him after the commencement of the examination shall not be permitted to appear for the examination. The candidates shall report at least 1 hour before the examination.
8. The qualifications prescribed in the advertisement are as per the notified recruitment rules issued by the Government.
9. All the educational qualification marksheets / certificates mentioned in the advertisement must have been obtained only from Universities/ Institutions duly recognized by the competent authorities.
10. PwBD CANDIDATES WITH WRITING EXTREMITY MAY BE ALLOWED THE HELP OF A SCRIBE IN THE PRELIMINARY SCREENING TEST, IF REQUIRED. THE SCRIBE SHOULD NOT POSSESS EDUCATIONAL QUALIFICATION HIGHER THAN THE REQUISITE QUALIFICATION FOR THE POST. In this regard a Declaration Form (to be supplied on the day of Preliminary Screening Test) should be submitted by the candidate on the day of Preliminary Screening Test itself.
11. The appointment against posts which are reserved for EWS candidates are 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.
12. Reservation benefits are also available for Persons with disabilities upto 10 years as the upper age limit.
13. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as proof of candidate's claim as belonging to EWS:

- a. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1<sup>st</sup> Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner
  - b. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
  - c. Revenue Officer not below the rank of Tehsildar and
  - d. Sub-Divisional Officer or the area where the candidate and / or his family normally resides.
14. For Persons with Disabilities, valid certificate of registration be obtained from:  
Any Appellate Medical Board constituted at Government Medical College Hospitals in Kolkata, any District Hospitals and Sub-Divisional Hospitals.
15. The Board may require such further proof of particulars from the candidates as it may consider necessary and shall make enquiries about their character and other particulars regarding suitability and eligibility.
16. EWS & PERSONS WITH BENCHMARK DISABILITY CERTIFICATE MUST BE OBTAINED WITHIN THE CLOSING DATE OF RECEIPT OF APPLICATIONS AND NO CLAIM IN THIS REGARD WILL BE ENTERTAINED AFTERWARDS.
17. CANDIDATES MUST FULFIL THE ESSENTIAL QUALIFICATIONS **AS ON 13.03.2023**. ALL NECESSARY CERTIFICATES & TESTIMONIALS MUST BE READY AND AVAILABLE AT THE TIME OF FILING OF THE ONLINE APPLICATION AND IN ANY CASE **NOT BEYOND THE CLOSING DATE OF SUBMISSION OF ONLINE APPLICATION**.
18. All requisite certificates regarding educational qualifications, proof of age, other relevant experience certificates and other requisite documents must be furnished as and when required by the Board.
19. If at any stage including even after issue of a letter of appointment, a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.
20. CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.
21. Candidates need not to send / submit any hard copy of their application form to this office.
22. ALL UPDATED INFORMATION REGARDING RECRUITMENT TO THE POST(S) WILL BE AVAILABLE, FROM TIME TO TIME, IN THE BOARD'S WEBSITE AT <https://barrackpore.cantt.gov.in/recruitment/>.

23. No candidate, without the special permission of the Invigilator concerned, will be allowed to leave her/his seat or room of Examination until the entire duration of the examination is over.
24. Smoking, Chewing gutka, Spitting or creating any such nuisances in the Examination Hall/Room is strictly prohibited.
25. No beverages like tea, coffee, cold drinks or any kind of snacks are allowed to be taken inside the examination rooms or consumed during examination hours
26. Candidates are barred from carrying the following items inside the centres:
- Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen drives, Eraser, Log Table, Electronic Pen/ Scanner, Cardboard etc.
  - Any communication devices like Mobile phones, Bluetooth, Earphones Microphone, Pager, Health band etc.
  - Any Watch/Wrist watch, Camera, Wallet, Goggles, Handbags, Gold ornaments etc.
  - Any other item which could be used for unfair means and for hiding communication devices/gadgets like Camera, Bluetooth device etc.
27. Any infringement of this instruction shall entail disciplinary action including ban from future examinations.
28. Notwithstanding to any terms and condition of service stated in this Recruitment Notice, the provisions of Cantonments Act, 2006, and the Cantonment Board Employees Service Rules, 2021 shall prevail.

  
Chief Executive Officer  
मुख्य अधिशासी अधिकारी  
Cantonment Board, Barrackpore  
छावनी परिषद, बैरकपुर

Copy to

1. CP ----- for uploading in office website and recruitment portal.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family\*\*' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose 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

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Srinivasan