



## खडकी छावनी परिषद



१७, फील्ड मार्शल करिअप्पा मार्ग, खडकी, पुणे - ४११००३

### KIRKEE CANTONMENT BOARD

17, Field Marshall Carriappa Marg, Kirkee, Pune – 411003

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No. 27/1/Recruitment/V.Posts/P-64

दिनांक : 20 Jan., 2023

Online Applications in the prescribed format are invited from eligible candidates for direct recruitment to the posts as detailed below. For filling up online application form, candidates should visit Kirkee Cantonment Board's official website, <https://kirkee.cantt.gov.in>, by clicking "INFORMATION" tab available on homepage in which link for online application is provided in "Recruitment" Option.

#### 1. Description of Post :-

S.No	Name of Post	Pay Scale	Total No of Post	No. of vacancies					Educational Qualification (Essential)
				U R	SC	S T	O B C	E W S	
1.	Registrar	S-23 (67700 – 208700)	01	1	-	-	-	-	(1) MBBS Degree of a Govt recognized University or any other equivalent qualification specified in the First or Second Schedule to the Indian Medical Council Act, 1956 (102 of 1956)/National Medical Commission Act, 2019, AND (2) Post Graduate Degree or Diploma in any Medical subject or post graduate diploma in any Medical subject. Registration of State Medical Council.
2.	Pediatrician	S-23 (67700 – 208700)	01	1	-	-	-	-	(1) MBBS Degree of a Govt recognized University or any other equivalent qualification specified in the First or Second Schedule to the Indian Medical Council Act, 1956 (102 of 1956)/National Medical Commission Act, 2019, AND (2) Post Graduate Degree in Pediatrics or Post Graduate Diploma in Pediatrics and possess experience in Pediatrics for not less than 5 years in the case of those holding Post-graduate Degree and for not less than 7 years in the case of those holding Post-graduate Diploma gained after acquiring MBBS degree. Registration of State Medical Council.

3.	Asstt. Medical Officer	S-20 (56100 – 177500)	03	3	-	-	-	-	MBBS Degree of a Govt recognised University or any other qualification specified in the First or Second Schedule to the Indian Medical Council Act, 1956 (102 of 1956)/ National Medical Commission Act, 2019 . Registration of State Medical Council.
4.	Pharmacist	S-10 (29200 – 92300)	01	1	-	-	-	-	HSC with Diploma in Pharmacy or B-Pharmacy or M-Pharmacy of a Govt recognised University. Registration with State Pharmacy Council.
5.	Physiotherapist	S-14 (38600-122800)	01	1	-	-	-	-	HSC with Science subjects and Diploma in Physiotherapy from a Govt recognized University or possess the Physiotherapy Assistant's Certificate from the Army.
6.	X-Ray Technician	S-13 (35400 – 112400)	02	1	-	-	1	-	Possess a Degree of Bachelor of Paramedical Technology in Radiography or Bachelor of Science in Paramedical Technology in Radiography or possess a degree of Bachelor of Science with Physics and Chemistry or Biology and a Diploma or Certificate in Radiography.
7.	Stenographer	S-14 (38600 – 122800)	01	1	-	-	-	-	HSC with 100 wpm in English Shorthand and 40 wpm in English Typewriting from a Govt recognized Institute
8.	Mali	S-5 (18000 – 56900)	06	2	1	-	2	1	10 <sup>th</sup> Pass with One year Certificate Course of Gardener or Diploma in Horticulture
9.	Dresser	S-5 (18000 – 56900)	01	1	-	-	-	-	10th Pass with Certificate Course of Medical Dressing
10.	Ward Aya (Only female candidates/ Transgender can apply)	S-1 (15000 – 47600)	06	4	-	-	2	-	10th Pass
11.	Ward Boy (Only Male candidates/ Transgender can apply)	S-1 (15000 – 47600)	04	3	-	-	1	-	10th Pass
12.	Poundkeeper	S-3 (16600 – 52400)	01	1	-	-	-	-	10th Pass
13.	Mazdoor	S-1 (15000 – 47600)	06	5	-	-	1	-	7th Pass
14.	Watchman	S-1 (15000 – 47600)	11	6	1	1	2	1	10th Pass

15.	Peon	S-1 (15000 – 47600)	03	3	-	-	-	-	10th Pass
16.	Fireman	S-3 (16600 – 52400)	04	1	1	1	-	1	10 <sup>th</sup> Pass with Certificate Course of Fire Brigade by Govt recognized Institute. Height 172 cm (Male) & 162 cm (Female) Chest : 86 cm (Expanded) & 81 cm (Unexpanded)(For Female candidates chest criteria not eligible)Weight – Minimum 50 kg Normal Eye Sight and should not be colour blind. No physical deformity & bow legs, knock knee and flat foot.
17.	Carpenter	S-6 (19900 – 63200)	01	1	-	-	-	-	10 <sup>th</sup> Pass with ITI in Carpentry from Govt recognized Institute
18.	Mason	S-6 (19900 – 63200)	01	1	-	-	-	-	10th Pass with ITI in Masonry Trade from Govt. recognized institute
19.	Wireman	S-6 (19900 – 63200)	03	1	-	1	-	1	10th Pass with ITI in Wireman Trade from Govt recognized Institute
20.	Sanitary Inspector	S-8 (25500 – 81100)	03	2	-	-	1	-	HSC and Diploma in Sanitary Inspector from Govt recognized institute

S o	Name of Post & Pay Scale	Pay Scale	Total No of vacancie	Vertical Vacancies					Horizontal vacancies				Educational Qualification (Essential)
				U R	S C	S T	O B C	E W S	A	B	C	D& E	
21	Sweeper S-1 (15000 – 47600)	S-1 (15000– 47600)	37	19	-	4	10	3	0	0	1 OA,LC, AAV	0	7th Pass

Note : For **Sweeper, Mazdoor, Peon, Ward Aya, Ward Boy, Mali, Poundkeeper, Dresser, Fireman and Watchman**, there is provision of **ONLINE as well as OFFLINE Application Form submission**. Candidates applying OFFLINE should download the Application Form available on the website <https://kirkee.cantt.gov.in> and send the form, duly filled in, through post to the office address mentioned above along with Demand Draft of Rs.600/- for UR & OBC (Male Candidates) and Rs,300/- to all remaining candidates (check the detailed advt. for clarification) along-with all the enclosures as mentioned in the Detailed Advertisement . No BY HAND Application Forms will be entertained. Kirkee Cantonment Board will not be responsible for any postal delay. The last date for receipt of the Application by Post is 6<sup>th</sup> March 2023 upto 5 pm. No application will be entertained later.

Kindly note, candidates who prefer offline application **should pay the fee through Demand Draft only and attach the original DD with the application** and mention it's details in Application Form. The candidates, who submit their application form through ONLINE mode, will make payment online as applicable.

## 2. Application Fee:

Sr.No.	Particulars	Application Fees (Rs.)
1.	For UR & OBC category (Male candidates)	Rs.600/-*
2.	For SC/ST/EWS Category, Ex-Serviceman, women candidates, PH candidates, transgender and departmental candidates	Rs.300/-*

\* - Application fees exclusive of Payment Gateway Charges/taxes(if any).

Application fees to be paid through online mode provided on the portal/website through payment gateway available for this purpose. Application fee(s) once paid shall not be refunded / adjusted under any circumstances and will not be used for any future recruitment process. Kindly note, candidates who prefer offline application **should pay the fee through Demand Draft only** and **attach the original DD with the application** and mention its details in Application Form.

The Demand Draft should be drawn in favour of "CHIEF EXECUTIVE OFFICER, KIRKEE CANTONMENT BOARD" payable at Pune. The bank details of Kirkee Cantonment Board is as follows:

Account Name: CHIEF EXECUTIVE OFFICER, KIRKEE CANTONMENT BOARD  
Bank Name: INDIAN BANK  
Branch: KIRKEE, PUNE  
IFSC code: IDIB000K155  
Current A/C No.:480286911  
Branch Code: 00K155

## 3. [A] INSTRUCTIONS FOR ONLINE MODE

Scanned copies of the following documents/certificates either original/ self-attested (photocopies) to be uploaded along with Application:-

- Certificate/Mark sheet of the essential educational qualification mentioned in the Educational Qualification (Essential) column. The said certificate must be of recognized university/school authenticated by Govt. Institution.
- School Leaving Certificate/any other valid Birth proof for age verification.
- Latest passport size colour photograph and signature of candidate
- In Case of Ex-serviceman:- Discharge Certificate from service, service copy of Pension PPO and copy of Ex-serviceman Identity Card.
- Photo copy of Caste Certificate, duly attested by self for reserved posts.
- Latest Non-Creamy Layer Certificate(for OBC candidates).
- Latest Income & Asset Certificate for candidate of Economically Weaker Section (EWS).
- Requisite Orders/documents in case of Widows, divorced women and women judicially separated from their husbands who are not remarried.
- PH i.e. PwBD candidate should submit the disability certificate which should clearly mention (i) type of PH, i.e. 'A' or 'B' or 'C' or 'D', (ii) Percentage of Disability, (iii) OA,LC,AAV etc. and same shall be signed by the competent medical authority.

*Note: While uploading the documents through online mode size of passport size photograph and signature must be less than 200 KBs in JPEG format and for any other document the size must be upto 1MB.*

Note: While uploading the documents through online mode size of passport size photograph and signature must be less than 200 KBs in JPEG format and for any other document the size must be upto 1MB.

**[B] INSTRUCTIONS FOR OFFLINE MODE : Only for the following posts: Sweeper, Mazdoor, Peon, Ward Aya, Ward Boy, Mali, Poundkeeper, Dresser, Fireman and Watchman**

The clear / readable photo copies of the following documents/certificates duly self-attested to be attached along with the offline Application:-

- a) Certificate/Mark sheet of the essential educational qualification mentioned in the Educational Qualification (Essential) column. The said certificate must be of recognized university/school authenticated by Govt. Institution.
- b) School Leaving Certificate/any other valid Birth proof for age verification.
- c) Latest passport size colour photograph and signature of candidate
- d) In Case of Ex-serviceman:- Discharge Certificate from service, service copy of Pension PPO and copy of Ex-serviceman Identity Card.
- e) Photo copy of Caste Certificate, duly attested by self for reserved posts.
- f) Latest Non-Creamy Layer Certificate(for OBC candidates).
- g) Latest Income & Asset Certificate for candidate of Economically Weaker Section (EWS).
- h) Requisite Orders/documents in case of Widows, divorced women and women judicially separated from their husbands who are not remarried.
- i) PH i.e. PwBD candidate should submit the disability certificate which should clearly mention (i) type of PH, i.e. 'A' or 'B' or 'C' or 'D', (ii) Percentage of Disability, (iii) OA,LC,AAV etc. and same shall be signed by the competent medical authority.
- j) Original Demand Draft of Rs.600/- or 300/- as mentioned above in Sr.No.1.

**NOTE: CANDIDATES APPLYING FOR THE POSTS MENTIONED ABOVE MAY KINDLY NOTE THAT YOU CAN APPLY **ONLINE OR OFFLINE** BUT NOT BOTH THE MODES TO AVOID DUPLICACY.**

4. Age relaxations for various categories will be as under:-  
(Age limit will be reckoned as on 06-03-2023)

Category of Applicants	Minimum Age	Maximum Age
For the posts at Sr.No. 1 to 3	23 Years	35 Years
<b>For the posts at Sr. No.4 to 21</b>		
UR(GEN)/EWS	21 Years	30 Years
SC*/ST* (For reserved posts only)	21 Years	35 Years
OBC* (For reserved posts only)	21 Years	33 Years
Departmental Candidates (Kirkee Cantonment employees only – candidates who have rendered at least 3 years continuous service as on closing date of application	Upto the age of 40 years in the case of UR candidates and 43 years in the case of OBC and 45 years in the case of ST (for reserved posts only)	

Ex-Serviceman (OBC)*			06 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Ex-Serviceman (SC/ST)*			08 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
<b>PH (PwBD) Candidates</b>			** The physical requirements for the post earmarked for physically handicapped candidate (Post at Sr.No.21) shall be S, ST, W, SE, C, H and the category suitable for the job will be OA,LC,AAV. Scribe if requested by the candidate in application form will be provided by this office. - Minimum 40% Disability is required.
S.No.	Category	Age	
1	UR/EWS	40 Years	
2	OBC*	43 Years	
3	SC/ST*	45 Years	
S.No.	Category	Age	For <b>Widows, divorced women and women judicially separated from their husbands who have not remarried</b> are given upper age relaxation as per Office Memorandum No.35021 /2/2009-Estt.(C ) dated 03-07-2009.
1.	UR/EWS	35 Years	
2.	OBC*	38 Years	
3.	SC*/ST*	40 Years	

**Note:**

- i) \*\* - Candidates kindly note that, if vacancy is available in particular category then only age relaxation of that category will be applicable else candidate will be treated as General category candidate. Those PH candidates applying for the posts which are not reserved for PH, their application will be accepted only if the post(s) is/are identified suitable for persons with benchmark disabilities.
- ii) No age relaxation is admissible to SC/ST/OBC candidates who apply against un-reserved posts, similarly no age relaxation is admissible to the dependents of Ex-serviceman.

**\*\* - Abbreviations Used : S=Sitting, ST=Standing, W=Walking, SE=Seeing, C=Communication, H=Hearing. OA=One Arm, LC=Leprosy Cured, AAV=Acid Attack Victim**

**5. Reservation Benefits:**

- i. Reservation benefit will be available for category candidates in accordance with the instructions/ orders/ circulars issued time to time by the Govt.
- ii. Candidates who wish to be considered against the reserved vacancies and/or seek age relaxation, must be in position of relevant certificates issued to them by the competent/notified authorities (in prescribed format) otherwise their claim for SC/ST/OBC/Persons with Benchmarked Disabilities(PwBD)/Ex-serviceman/EWS/Widows/divorced women/women judicially separated shall be rejected. (Note: This will be regulated as per Govt. guidelines)

6. Eligibility Criteria:-

- a) The candidate must be a citizen of India.
- b) The candidate must fulfill the essential educational qualification, age and other requirements as mentioned in this advertisement. Candidate must be in possession of relevant certificates issued to them by the competent /notified authority
- c) If there are two or more candidates in the same category having equal marks in the written test/skill test/final result, the candidate older in age will get preference.
- d) Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession of relevant certificates issued to them by the competent /notified authority (in prescribed format required for employment under Central Govt); otherwise their claim for reservation shall be rejected.
- e) OBC candidates must be in possession of latest non-creamy layer certificate, along with his/her Caste certificate issued on or before the closing date of application.
- f) The EWS candidates must be in possession of income and asset certificate issued by competent authority as per Govt rule. (DoPT letter No. 36039/1/2019-Estt(Res) dated 31<sup>st</sup> January 2019)
- g) For PwBD candidates - Certificate of disability from competent authority, the percentage of disability should be 40% and above.
- h) Requisite Orders/documents in case of Widows, divorced women and women judicially separated from their husbands who are not remarried

7. **Admit Card/Summon Letter:-**

Online and Offline Applications will be scrutinized and admit card will be issued to eligible candidates only through online mode including the candidates who have submitted their applications through offline mode. Link will be provided after scrutiny for downloading the admit cards. Link of Admit Card will be available only for particular time period till date of written exam for particular post from the date of opening of the downloading start date or as decided by the authority.

Hence candidates are requested to visit website regularly for knowing any update in this regard. "Admit Card Download" facility is available for candidates who have submitted Applications either Online or Offline mode. It is responsibility of candidate to download the same well in time.

8. Date, Time & Venue for conduct of Written Examination/Skill Test will be published on website and will also be available on Admit Card. Candidates applying for more than one post, should note that multiple examination can be conducted in a single day by the Appointing Authority. In case of clash between examinations, Kirkee Cantonment Board will not be responsible for the same and candidates are advised that they should appear for the written test for which they feel that they are more suitable for the particular post. No changes will be made in the schedule of examination, which may please be noted and no refund of fee claim will be entertained.

9. (a) **Mode of Selection:**

Sr.No.	Posts	Selection Procedure
i.	Registrar, Pediatrician, Asstt. Medical Officer	Selection will be subject to the performance of candidate in Interview/Personality Test.
ii.	X-Ray Technician, Pharmacist, Physiotherapist, Peon, Sanitary Inspector	Selection and merit will be based on Written Test (The written test will be of 100 marks on the subject of Objective Type Questions having duration of 90 minutes). Answers to the questions will have to be marked on OMR Answer sheet. The questions for written test will be set in bilingual, i.e Hindi & English. Date, time & venue will be intimated on website <a href="https://kirkee.cantt.gov.in">https://kirkee.cantt.gov.in</a> . Candidates are required to visit website regularly to check the time schedule for written test.
iii.	Stenographer, Mali, Dresser, Ward Aya, Ward Boy, Poundkeeper, Mazdoor, Watchman, Fireman, Carpenter, Mason, Wireman & Sweeper	<p>a. Selection and merit will be based on Written Test (The written test will be of 100 marks on the subject of Objective Type Questions having duration of 90 minutes). Answers to the questions will have to be marked on OMR Answer sheet. The questions for written test will be set in bilingual, i.e Hindi &amp; English. Date, time &amp; venue will be intimated on website <a href="https://kirkee.cantt.gov.in">https://kirkee.cantt.gov.in</a>. Candidates are required to visit website regularly to check the time schedule for written test.</p> <p>b. There will be skill test for these posts. The shortlisted candidates who qualify the written test will undergo the Skill Test mandatorily. The candidates will be selected 1:5 ratio or as per decision of the competent authority after written test result for each post. The date and time of the Skill Test will be published on the website and will also be mentioned in the Admit Card. The skill test will be of qualifying nature and final selection will be done based on written test marks only.</p>

(b) **NEGATIVE MARKING:**

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.



- (c) The syllabus for Skill Test is given below. For the posts mentioned at Sr.No.9(ii), Competent Authority may decide to conduct Skill Test, if required, which will be intimated through official website.

**10. (a) Syllabus for written Examination**

The question paper shall be of 90 minutes duration with 100 marks consisting of 100 questions of objective type questions. 50 marks will be distributed for (a) General Intelligence and Reasoning, (b) General Awareness, (c) Numerical Aptitude & (d) English Comprehension and (e) 50 marks will be specific course based on their essential qualification. For the posts at Sr.No.10-15 & 21 as given under, total 100 marks will be distributed among (a) General Intelligence and Reasoning, (b) General Awareness, (c) Numerical Aptitude & (d) English Comprehension only.

S. No.	Name of Post	Subject for Written Test
1.	Registrar	There is no written test for this post.
2.	Pediatrician	There is no written test for this post.
3.	Asstt. Medical Officer	There is no written test for this post.
4.	Pharmacist	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to Pharmacy
5.	Physiotherapist	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to Physiotherapy.
6.	X-Ray Technician	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus of B.Sc & Diploma in Radiography.
7.	Stenographer	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus based on Computer knowledge in Word, Excel, Power Point and use of internet
8.	Mali	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus based on Horticulture and Gardening
9.	Dresser	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to Dresser

10.	Ward Aya (Only female candidates can apply)	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
11.	Ward Boy	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
12.	Poundkeeper	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
13.	Mazdoor	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
14.	Watchman	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
15.	Peon	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension
16.	Fireman	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to Fire brigade course
17.	Carpenter	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to carpentry
18.	Mason	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to masonry
19.	Wireman	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to wireman
20.	Sanitary Inspector	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension e. Syllabus related to Sanitary Inspector course
21.	Sweeper	a. General Intelligence & reasoning b. General Awareness c. Numerical Aptitude d. English Comprehension

The syllabus in detail is given below:

**Reasoning :-** Number Series, Classification, Venn Diagram, problem on Figure Pattern, Statements and Arguments, Statements and Assumption, Puzzles, Coding and Decoding, Alphabet Series, Paper Folding, Syllogism, Statements and Conclusion, Assertion and Reasoning, Seating Arrangements, Word building, Blood relation.

**Quantitative Aptitude :-** Simplification, Number Series, Percentage, Ration and Proportion, Time, Speed and Distance, Average, Geometry and Mensuration, Permutation and Combination, Bar Graph, Trigonometry Number System, Square Root, Surd and Indices, Profit and Loss, Simple and Cisterns. Boat and Stream, Probability, Pie Chart, Line Graph, Line Equation, Mixture and Allegation, Discount.

**English Comprehensive :-** Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive voice of verbs Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage, Part of Speech, Tenses, Article, Subject-Verb Agreement.

**General Awareness:-** Current Affairs

**Technical Questions:-** Postwise Course related questions

10. (b) **Skill Test :**

S.No.	Name of the Post	Skill Test
1.	Stenographer	Shorthand Test at 100 w.p.m and to type the script at 40 w.p.m. in English.
2.	Mali	Grafting, Cutting and other Gardening skills
3.	Dresser	Skill Test will be on ability of dressing the wounds
4.	Ward Aya/Ward Boy	Skill Test will be on Hospital work related to Maternity and Gynecology assisting skills, etc.
5.	Poundkeeper, Watchman	Skill test will be held seperately for male and female candidates by conducting running race, load lifting, etc.
6.	Mazdoor, Sweeper	Skill test will be held separately for male and female candidates by conducting running race, load lifting, toilet cleaning, garbage lifting, road cleaning, bush cutting, drain cleaning, etc.
7.	Fireman	800 Mtr. Race in three minutes, Jumping from 19 feet height on the Jumping Sheet, Climbing the ladder upto 33 feet, to lift 50kg weight and run 60 mtr, from 20 feet height to climb on rope by using only hands, 10 pull ups, etc.
8.	Carpenter	Skill test on carpentry work such as making table with drawer, Stool, T-Poy, etc.

9.	Mason	Construction of brick masonry wall, cement plastering on wall, ability to use power tools and material handling equipments, ability to read blue prints, ability to take basic measurements in constructions works, understand building codes and be knowledgeable of industry safety guidelines and rules for handling hazardous materials.
10.	Wireman	House wiring, street light control panel and poles connection, electrical distribution system, etc.

#### 11. General Information:-

- a. The services of the appointed candidate/person will be governed under Cantonment Fund Servants Rules, 1937 / Cantonment Board Employees Service Rules 2021, Cantonments Act., 2006, CCS (Conduct) Rules and New Pension Scheme as amended from time to time by the Central Govt. as are applicable to employees of Cantonment Boards and rules as made applicable by Government and Cantonment Board from time to time.
- b. Appointed candidate will be employee of the Cantonment Board, Kirkee and not of Central Govt.
- c. The post is provisional for a period of 2 years (i.e. on probation) & thereafter permanent, if considered suitable by Appointing Authority as per rules. Probation will be confirmed only after police verification and further verification of documents, caste certificate and any other documents etc. as the case may be.
- d. The number of vacancies advertised is only approximate and is liable for modification including reduction or increase as case may be with reference to vacancy position at any time before finalization of selection and the same will be notified on official website of Kirkee Cantonment Board. The vacancies/ posts may vary as per administrative exigencies/approvals.
- e. No TA/DA will be paid to the candidates for appearing for the Examination/ Skill test. The candidates will have to make their own arrangements for stay and food. No accommodation will be provided by Cantonment Board.
- f. 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.
- g. If there are two or more candidates in the same category having equal marks in the examination/ skill test, the person who is older in age get preference.
- h. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.

- i. The appointing authority shall draw a reserve panel/waiting list addition to the number of candidates selected as per the notified vacancy. The reserve panel/waiting list shall be valid for a period of one year from the date of appointment of selected candidate(s) and the vacancies arising due to non-acceptance of the offer to 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/death of selected candidates within one year of joining the post, the same shall be filled up from this reserve panel/waiting list. Being on such panel does not bestow any right for the appointment.
- j. The candidate should note that their admission to the examination 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.
- k. The final selection of the candidates who have been selected for the post will be subject to verification of documents and if it is found that the candidate(s) does not possess the requisite qualification or does not fulfill the age criteria or due to incomplete documents or submitted false document(s) their candidature will stand cancelled.
- l. The final selection of the candidate is subject to the medical fitness certificate to be issued by the Medical Officer.
- m. The Candidates applying for the recruitment should ensure that they fulfill all eligibility conditions for admission to recruitment. Their admission to all the stages of the recruitment will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Cantonment Board Kirkee. Candidates with higher qualifications (above the essential qualification) can also apply.
- n. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for written test/skill test as case may be.
- o. The Cantonment Board reserves the right not to fill up the post advertised without assigning any reason.
- p. 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.
- q. Canvassing in any form may lead to cancellation of candidature.
- r. 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.

- s. Applications sent through e-mail will not be entertained. Only application sent through Online Mode (Offline for the selected posts as mentioned above) will be accepted.
- t. 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 for appointment to the post.
- u. 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.
- v. The applicant should visit website <https://kirkee.cantt.gov.in> frequently to check any update regarding the examinations.
- w. For any doubts / clarifications regarding the online application, candidates are required to contact on the mobile number/email id provided on the online portal. For Offline applications candidates may contact on email id/phone numbers provided at the bottom of this advertisement.
- x. **Any corrigendum /changes/ clarification regarding the examination will only be notified through the website <https://kirkee.cantt.gov.in> and no other medium of giving information to candidates will be incorporated.**
- y. All the applicants are required to be present well in advance at least 1 hour before commencement of Examination/ Skill test on the date & venue. Any delay in presence will be marked as absent.
- z. The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancy is provisional and subject to change.
- aa. The appointing authority reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reasons(s) and in case of unfair means, cheating or other irregularities/malpractices 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.
- bb. Use of calculator, Laptop, Palmtop, other digital, electronic Instrumental/ mobile Cell phone, Paper 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

- cc. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.
- dd. No candidate should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Board for the conduct of the examination. Any such misconduct will be severely viewed and penalized.
- ee. Once application is **SUBMITTED through online/offline mode**, the same cannot be changed/ modified/ altered, in an case, hence candidates are advised to fill the application carefully with all scan documents, photograph, signature at one stroke. After submitting the online application successfully, take print out of the filled application and keep it for future reference.
- ff. Govt. strives to have a workforce which reflect gender balance and women candidates are encouraged to apply.
- gg. Separate application is required to be filled if candidate desires to appear for different posts.
- hh. Qualification acquired by the candidates should be strictly in accordance with the prescribed qualifications and the candidates should not claim equivalence of their qualification with that of the prescribed qualification.
- ii. No request for change of any entries in full or part, originally indicated in the application form, shall be entertained.
- jj. No correspondence with regard to the appointment will be entertained.
- kk. No representation on any ground for non-appearance for the written test and skill test, by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- ll. Persons already employed shall send the applications through proper channel with NOC from the department/company.
- mm. Candidates shall not take any benefits of typographical errors, if any, in the advertisement.
- nn. Request for change in exam date will not be entertained under any circumstances.

## 12. Documents required from the shortlisted candidates :

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 hard copy of Admit Card are to be produced at that time. The original documents as mentioned below of the shortlisted candidates will be checked & verified at Cantonment. Board Office, Kirkee Cantt and further, the appointing authority will undertake an exercise of verification of character and antecedents of the Candidates. Photocopies of following self- attested documents should accompany the application forms:-

- a. Copy of Application form duly signed by the candidate.
- b. Admit Card of the Candidate
- c. Certificate of date of birth/Matriculation Certificate
- d. Caste Certificate, Non-creamy layer (for OBC category) .
- e. Two latest coloured passport size Photographs.
- f. All the requisite Academic qualification with details of marks.
- g. For EWS candidates : Income & Assets Certificate
- h. For PwBD candidates: Certificate of disability from competent authority.
- i. Requisite Orders/documents in case of Widows, divorced women and women judicially seperated from their husbands who are not remarried

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. Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including reserve of the right for cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

### 13. Rejection.

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

- j. Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification / Standards/Tests.
- k. Furnishing of false, inaccurate or tampered information.
- l. Obtaining support for his/her candidature through unfair means.
- m. Impersonation by any person.
- n. Submitting fabricated/false documents.
- o. Making statements which are incorrect or false or suppressing material Information.
- p. Restoring to any other irregular or improper means in connection with his Candidature for the selection.
- q. Improper/incomplete filling of application form. Applications which are incomplete in any respect, not accompanied by requisite photographs, signature or not properly filled are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department.
- r. Recommendation of any kind will lead to disqualification for the post.
- s. More than one application submitted for the same post.

### 14. IMPORTANT INSTRUCTIONS :

- i. The decision of the CEO, Kirkee Cantonment Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of a candidate, etc. shall be final and binding for all the candidates.
- ii. After the examination, details regarding marks obtained by each candidate will be placed on the website of the Kirkee Cantonment Board.
- iii. The Admit Cards of the eligible candidates only will be available for downloading from the portal/website.
- iv. Any corrigendum/change regarding the examination will only be notified through the website of Kirkee Cantonment Board and no other medium of giving information to candidates will be incorporated.



- v. The exact date of the Written Test will also be updated on the website and SMS notification will be sent on registered mobile number for downloading admit card. The provision for downloading the admit card(s) will be available on the portal till the date of written exam.
- vi. Venue of Written and Skill Test shall be published on official website only after scrutiny of applications received.

**15. GENERAL INSTRUCTIONS FOR CANDIDATES :**

- i. 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. Organisation.
- ii. The vacancies advertised are provisional. In case the vacancy position is reduced to any number, the Board is not liable to compensate the applicant for any consequential damage/loss.
- iii. No representation on any grounds for non-appearance for the written test/skill test by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- iv. The candidates should scrupulously follow the instructions given by the Center-in-charge, Invigilators and all examination functionaries at every stage of exam. If a candidate violates the instructions, his/her candidature will be cancelled.

**16. HOW TO APPLY?**

**[A] FOR ONLINE MODE:**

By clicking on the link provided for "ONLINE APPLICATION FOR RECRUITMENT OF VARIOUS 21 POSTS".

**[B] FOR OFFLINE MODE:**

Candidates can download the application form from <https://kirkee.cantt.gov.in> under Information Tab and fill the form correctly and post the same along with all requisite enclosures mentioned above along with the Demand Draft. No BY HAND Application Forms will be entertained. Kirkee Cantonment Board will not be responsible for any postal delay. The last date for receipt of the Application by Post is 6<sup>th</sup> March 2023 upto 5 pm. No application will be entertained later.

Check Contact details provided under "CONTACT US" for Online/Offline Form Application related queries given on the online application portal.

- For Technical Queries kindly contact on :
  - Email ID: [parikshaworld.help@gmail.com](mailto:parikshaworld.help@gmail.com)
  - Contact No.: 9028947883
  
- For Non-Technical Queries kindly contact on:
  - Email ID- ([ceokirkee@gmail.com](mailto:ceokirkee@gmail.com))
  - Office Contact No:- 020-25819120/ 25820123

  
**CHIEF EXECUTIVE OFFICER  
KIRKEE CANTONMENT BOARD**

