



## CANTONMENT BOARD ALMORA

Min of Defence, Govt of India  
Cantt Board Almora Distt-Almora, Uttarakhand pin 263601  
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File No.- V/2/A(Junior Clerk)

Date: 05 August 2020

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 : 20-08-2020 11:00AM  
Closing date for online application : 29-09-2020 Till 2359 hrs. Online application is to be submitted through [www.canttboardrecruit.org](http://www.canttboardrecruit.org)

Online applications are invited by Cantonment Board Almora for Direct Recruitment of under mentioned categories of posts through recruitment portal i.e. [www.canttboardrecruit.org](http://www.canttboardrecruit.org). The online application can be filled-up from 20-08-2020 to 29-09-2020 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:-

Sl.No	Name of Post	No. of Post	Category	Pay Band & Grade Pay	Age Limit (As on 20.08.2020)	Qualification
1	Junior Clerk	One	SC	5200-20200 G.P. 1900  Level-2 19900-63200	18 to 25 years (05 Year age relaxation for SC Category candidates)	i) <b>Minimum qualification</b> : Intermediate ii) <b>Desirable qualification</b> : Computer Knowledge with basic course certificate. English typing must. Hindi typing desirable. (Detail in para 2 & 4)

*Akanksha*  
Chief Executive Officer  
Cantonment Board Almora  
(Akanksha Tiwari IDES)

**2. Minimum Essential Qualification:-**

**Recruitment Test for Junior Clerk: Recruitment Test shall consist of following 2 stages:**

(i) **Written Test:-** Written test will be of objective type and will comprise of questions pertaining to aptitude, computer knowledge and general awareness. All questions will carry equal marks. There will be **penalty (negative marking) for wrong answers**. For each wrong answer, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty.

(ii) **Skill Test:-** The skill test will be of qualifying nature. The skill test will be conducted only for that candidate who will obtain highest marks in written test. Top 3 candidates will be called for skill test. In case of failure of first candidate in skill test priority will be given to the second and third candidate respectively. The skill test shall comprise of English Language typing test and basic computer operations. Hindi typing desirable- if not then the selected candidate will have to submit the 06 months certificate of Hindi language typing in computer after joining his/her duties. Skill Test shall be only of qualifying nature i.e. marks obtained in Skill Test shall not be added in final merit list.

(iii) Final selection of candidates shall be based on the performance in Written Test and Skill Test as per the details mentioned above.

**3. Age Limit-** Age limit as per existing rules under CFSR 1937 is 18-25 (age as on date 20-08-2020). (Age relaxation to the reserve category and departmental candidate will be given as per Rule.)

Post Code	Name of Post	Age as on date
01	Junior Clerk	18-25 years (05 Year age relaxation for SC Category candidates)

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	Junior Clerk	1) Multiple Choice Objective type examination of 100 question (Duration 90 minutes) 2) The skill/typing test will be of qualifying nature. Detail in point no., 2

**5. Scheme of examination:-**

Post	Scheme of examination		
	Sl.No.	Subject	Number of questions
Junior Clerk (100 Marks)	1	General intelligence and reasoning	25
	2	General awareness and Computer Test	25
	3	Numerical aptitude	25
	4	English Comprehension	25



All questions will carry equal marks. There will be **penalty (negative marking) for wrong answers**. For each wrong answer, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty.

**6. Syllabus of the examination:-**

- i) General intelligence and reasoning will include both verbal and non-verbal reasoning.
- ii) General awareness will include history, culture, geography, economic science, General polity, Indian constitution, current affairs etc. and The test on Computer will focus on Computer, MS-Office, Software, Internet Knowledge concepts.
- iii) Numerical aptitude will test the knowledge of arithmetical concepts (Matriculation/ 10<sup>th</sup> level).
- iv) English Comprehension will test the candidate's ability to understand correct English, his basic comprehension and writing ability etc.

**7. Application Fee:**

S.No	Category	Fee
1	SC	No fee

There is no Application fee will be paid for this post.

**8. 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.

<b>Commencing date for Submission of online Application</b>	<b>20-08-2020 11:00AM</b>
<b>Last date of receipt of online application</b>	29-09-2020 till 2359
<b>Last date to take printout of application submitted</b>	29-09-2020 till 2359
<b>Download of Admit Card</b>	<b>To be intimated on website/portal</b>

**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.**

**9. Admit-Card/Call letter for Written Test:** - Application will be scrutinized and only eligible candidates would be intimated online at website/portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org)

**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.**

**10. Mode of Selection:**

(a) Final selection and merit will be based on Mode of selection (as mentioned in point 2 and 4 above). Date, Time & venue for Written test will be intimated on our website/Portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org) in due course of time.

(b) At the time of written test, the candidates must bring Identity proof and recent passport size photographs with him/her along with Admit Card.

(c) Written test will comprise of Multiple Choice Objective type questions and will be printed in Hindi & English.

(d) **PENALTY FOR WRONG ANSWERS:** Candidates should note that for each wrong answer, one-fourth (0.25) of the marks assigned to that question will be deducted as penalty.

**11. 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.

**12. GENERAL CONDITIONS:-**

(a) **The services of the appointed candidate/person will be governed under Cantt Fund Servant rules, 1937, Cantonment Act, 2006 and pension rules as amended from time to time by the Central Govt. are applicable to employees of Cantt Boards.**

(b) 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 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) Persons already employed should send applications through proper channel and have to produce 'No Objection Certificate' from their present employer at the time of submission of documents.

(g) 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.

(h) 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.

(i) The candidates 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.

**13. 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:-

- (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.
- (e) Caste/ disability certificate (wherever applicable).

**The original documents as mentioned above of the shortlisted candidates will be checked & verified at Cantt Board Office, Almora 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.**

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 and no correspondence in this regard will be entertained.

**14. 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 candidature through unfair means.
- (d) Impersonation by any person.
- (e) Submitting fabricated/false documents.
- (f) Making statements which are incorrect or false or suppressing material information.
- (g) Resorting to any other irregular or improper means in connection with his candidature for the selection.
- (h) Improper/Incomplete filling of application.
- (i) More than one application submitted for the same post.

**15. 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 the above mentioned site. The time gap to fill complete online application will be 30 minutes.
- c. Before starting the filling up of online application, the candidate must have his/her photograph and signature duly scanned in the jpg format.
- d. The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- e. Candidates are required to apply ONLINE at **www.canttboardrecruit.org** between **20-08-2020 11:00 AM to 29-09-2020 2359 hrs**, no other means/mode of application will be accepted. **Candidates are required to have valid e-mail identification and active mobile number and there should not be any change for contact by this office.**

(1) For submission of application, visit the website/portal at **www.canttboardrecruit.org** click on **New User Registration**.

- (a) Select **Almora** from drop down option in the Cantt Board.
- (b) Select the post to apply from the drop down option.
- (c) Enter your mobile Number (working) and click to get OTP.
- (d) You will receive the OTP on your mobile.
- (e) Thereafter, fill the OTP and validation code (**CAPTCHA**) and click on submit.

(2) The procedure/steps for filling up of application online is briefed below;

**STEP 1 : Submission of Application details.**

**STEP 2 : Uploading of scanned Photograph and Signature.**

**STEP 3 : Payout of application fee online ( if applicable)**

(3) The application shall be treated complete only if all the three mandatory Steps (Step-I, Step-2 and Step-3) 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 application Number and E-mail id. Applicant is required to ensure that Photograph & Signature is visible and Fee status changed to paid otherwise application will be treated as incomplete and summarily rejected.

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

- a) **Credit Card/Debit card/Bank details.**
- 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: **www.canttboardrecruit.org**.



(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.

(09). 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) Application should avoid submitting multiple applications for a post.

(16) **IMPORTANT INSTRUCTIONS**

1. The decision of CEO/Cantonment Board, Almora 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.

2. 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.**

3. After the examination details regarding marks obtained by each candidate will be put up on the website of the Cantonment Board, Almora.

4. The applicant can login at any time on the website/portal i.e **www.canttboardrecruit.org** using his/her application number at any time to check any update regarding the examination.

5. The admit cards of provisionally eligible candidates will be uploaded on the website **www.canttboardrecruit.org**. The candidates will have to download the admit cards from there only as **no hard copy of admit card will be sent to the applicants by post or by email.**

6. Any doubts/clarifications regarding the application can be cleared from the office of the Cantonment Board, Almora on any working day between working hours.

7. The candidates are advised to visit the website regularly to be in touch with information/update regarding the examination.

8. Any corrigendum/change regarding the examination will only be notified through the website **www.canttboardrecruit.org** and no other medium of giving information to candidates will be incorporated.

9. The exact date of the written test will be updated through the website **www.canttboardrecruit.org**. The candidates are advised to **check the website regularly.**



## 17. GENERAL INSTRUCTIOS 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 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 Cantt Fund Servant Rules 1937 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/Board 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) 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.
- (ix) TA/DA will not be admissible for attending tests as the case may be.
- (x) The appointing authority reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. No request for change in date, time and centre of exam will be accepted under any circumstances.
- (xi) The candidature of the candidate to the written test is entirely provisional and subject to the outcome of any direct decision/order /pronouncement of court of law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (xii) The 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.
- (xiii) 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 in the presence of Invigilator.
- (xiv) After the examination is over, the candidate should hand over the Answer Sheet to the Invigilator before leaving the room. Any candidate who does not return the Answer Sheet or is found attempting to take the answer sheet outside the examination hall or pass on the Answer Sheet to someone else inside the examination hall will be disqualified and the appointing authority may take further appropriate action against him/her as per rules.



(xv) Question papers may be taken by the candidates.

(xvi) 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).**

(xvii) 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.

(xviii) 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.

(xix) Candidates are required to visit our website [www.canttboardrecruit.org](http://www.canttboardrecruit.org) regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date schedule for written test and other information regarding recruitment process.

(xx) All the applicants are required to be present well in advance time on the date & venue before the commencement of written test. Any delay in presence will be marked as absent.

**18. Abbreviations used:-**

SC	Scheduled Caste
MS	Microsoft
TA/DA	Travelling Allowance/ Dearness Allowance
OTP	One Time Password

  
Chief Executive Officer  
Cantonment Board, Almora  
( Akanksha Tiwari, IDES)