CANTONMENT BOARD AMBALA

EMPLOYMENT NOTICE: DIRECT RECRUITMENT FOR THE POST OF SAFAIWALA

APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING WEBSITE/PORTAL:
www.canttboardrecruit.org

1. ONLINE Applications are invited from eligible Indian Citizen / Candidates for the under mentioned post in Cantonment Board, Ambala Cantt in the pay scales as given below :-

<table>
<thead>
<tr>
<th>Post</th>
<th>No. of vacancies</th>
<th>Pay Scale (As per State Govt. of Haryana)</th>
<th>Age limit (Age as on 30.04.2020)</th>
<th>Qualification</th>
<th>Nature of Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safaiwala</td>
<td>Total : 74</td>
<td>Level : DL (16900 - 51900)</td>
<td>18-25 (Age relaxation as per Rule)</td>
<td>Literate, Physically fit</td>
<td>Permanent with 6 months probation</td>
</tr>
<tr>
<td></td>
<td>(General: 38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OBC : 33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* PwD : 03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Name of Post | PwD Reservation for each category | Categories of Disabled suitable for jobs | Physical Requirement |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Safaiwala</td>
<td>1 post reserved each for VH, HH &amp; OH</td>
<td>OL : One Leg, BL : Both leg, HH : Hearing Handicapped, LV : Low Vision</td>
<td>ST : Standing, L : Lifting, SE : Seeing</td>
</tr>
</tbody>
</table>

2. Age Limit- Age limit as per existing rules under CFSR 1937 is 18-25 age as on 30.04.2020. Upper age relaxation for Other Backward Castes- 03 years, Persons with Disability- (10 years for General Categories and 13 years for OBC) and for ex-serviceman who has put in not less than 6 months continuous service under the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed 25 years by more than 3 years, shall be deemed to satisfy the conditions regarding age limit. The age limit as on last date of receipt of application will be considered.

3. Application Fee: Application fee will be Rs.100/- (non refundable) for candidates (No fee for Scheduled Castes/Ex-Serviceman/Persons with Disability/female candidates) to be paid through online payment mode via above said application software only.

Mode of Applications: ONLINE APPLICATIONs only, complete in all respect will be accepted. Any application form received from any other source shall not be entertained and will be summarily rejected.

| Commencing date for Submission of Online Application | : 01.04.2020 |
| Last date of receipt of online application | : 30.04.2020 |
| Last date to take printout of filled application | : 30.04.2020 |
| Download of Admit Card | To be intimated on Website/Portal |

Note - 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.

4. Admit-Card / Call letter for Test etc.: Applications will be scrutinized and only eligible candidates would be intimated online at website/portal www.canttboardrecruit.org about the date, time and venue for conduct of test etc. Further, the admit card will be generated online for eligible Candidates, which can be downloaded by the candidates.
Candidates are required to visit our website / portal www.cantboardrecruit.org regularly to check any information or any amendments or updates regarding said recruitment and time schedule for test etc.

5. ELIGIBILITY CRITERIA:
(i) The candidate must be a citizen of India.
(ii) The candidate must fulfill the educational qualification, age, experience etc. as stipulated in this advertisement.

6. RESERVATION BENEFITS:
(i) Reservation benefits will be available to the OBC & Persons with Disability (PwD) Category candidates in accordance with the instructions/orders/circulars issued from time to time by the Govt.

(ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession of relevant certificate issued to them by the competent/notified authority (in prescribed format) on or before the closing date of application; otherwise their claim for OBC, Ex-serviceman & Persons with Disability shall be rejected.

(iii) The candidates applying for posts reserved for OBC must be in possession of non-Creamy layer certificate, along with his/her Caste certificate issued, on or before the closing date of application.

7. AGE RELAXATION IN UPPER AGE LIMIT

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Categories</th>
<th>Age Relaxation in addition to age limit mentioned under point 02 of this advertisement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>OBC</td>
<td>03 years</td>
</tr>
<tr>
<td>2.</td>
<td>Persons with Disability</td>
<td>10 years for General Category and 13 years for OBC</td>
</tr>
<tr>
<td>2.</td>
<td>Ex-Serviceman</td>
<td>Period of Military service plus three (3) years</td>
</tr>
</tbody>
</table>

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

8. GENERAL CONDITIONS:

(a) The services of the appointed candidate / person will be governed under Cantt Fund Servant Rules, 1937 and pension rules 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 06 months (i.e. on probation) & thereafter permanent.

(c) The applicant can apply through Online 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 test etc.

(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.

(iii) If there are two or more candidates in the same category having equal marks in the examination, the Candidate older in age will get preference.

(iv) The appointing 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 candidates within one year of joining the post, shall be filled up from this reserve panel/waiting list.
Candidates may not apply for more than one application.

9. Documents required at the time of Scrutiny of documents along with Online generated Applications:

After considering the merit list the shortlisted candidates will be called for verification / scrutiny of documents. The following original Documents/certificates and one set of self-attested copies along with 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, Ambala Cantt and further, the appointing authority will undertake an exercise of verification of character certificates and antecedents of the Candidates.

The appointment will be provisional and subject to verification of Certificates, 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) Caste Certificate
(d) Two latest coloured passport size photographs.
(e) Certificates of requisite Academic qualification with marks.
(f) Persons with Disability Certificate
(g) Ex-Serviceman certificate.

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 of violation of necessary instruction/conditions/eligibility.

The vacancies advertised are provisional and liable to vary. Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including the right to cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

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

(a) Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/ Standards/Test etc.
(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.
(h) Resorting to any other irregular or improper means in connection with his candidature for the selection.
(i) Improper/incomplete filling of application form.
(k) More than one application submitted for the same post.
(j) Recommendation of any kind will be a disqualification for the post.
11. Selection will also be subject to the following conditions:-
   a. Medical Fitness Test.
   b. Verification of Character and Antecedents.
   c. Verification of caste status (Belonging/Not Belonging to creamy layer)
   d. Verification of Persons with Disability certificate.
   e. Verification of Educational qualification certificate & Experience Certificate.
   f. Verification of all Certificates/documents from issuing authority.

12. HOW TO APPLY ONLINE FOR THE POST OF SAFAIWALA:

   (1) (a) Before applying, the Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.
   b) Candidates will be required to complete the Online Application Form, the instructions for which are 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 01.04.2020 to 30.04.2020. No other means / mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number.

   (2) For submission of application, visit the website/portal at www.canttboardrecruit.org and click on ‘New User Registration’
      (a) Select Ambala 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.

   (3) The procedure / steps for filling up of applications online is briefed below;
      STEP 1: Submission of Applicant’s details.
      STEP 2: Uploading of scanned Photograph and Signature.
      STEP 3: Payment of application fee online (if applicable)

   (4) The application shall be treated complete only if all the three mandatory Steps (Step-1, Step-2 and Step-3) are completed successfully.

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

   (6) Applicant can view the Application details from the already Registered User section available on the home page by providing Application Number and Email 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.

   (7) Checklist: Following Document(s) should be kept handy before applying online ;
      a) Credit Card / Debit Card / Bank details.
      b) Scanned image of Photograph (JPG format, size between 20-40 KB)
      c) Scanned image of Signature (JPG format, size between 10-20 KB)

   (8) For further details and online application. Please log on to our Website/Portal: www.canttboardrecruit.org

   (9) 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.
(10) 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.

(11) The Candidates are advised to submit the Online Application well in advance without waiting for closing date.

(12) Neither the Print out nor any document should be sent to this office while Applying for the post.

(13) Applicants should avoid submitting multiple applications for said post.

13. IMPORTANT INSTRUCTIONS

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

3. After the test details regarding marks, qualifications etc. obtained by each candidate will be put up on the website of the Cantonment Board, Ambala.

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, Ambala on any working day between working hours.

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

8. Any corrigendum / changes 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 test etc. will be updated through the website www.canttboardrecruit.org. The candidates are advised to check the website regularly.

14. 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/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 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, Cantonments Act 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. Organisations.

(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 reasons(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 test etc. 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 test etc. 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 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 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) Candidates are required to visit our website www.canttboardrecruit.org regularly to check the latest updates, corrigendum, downloading of Admit Card, Time & Date schedule for test etc. and other information regarding recruitment process.

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

Prepared, Checked & Verified by

[Signatures]
Office Supdt.
Cantt. Board Ambala
(Prem Kumar Dhamija)

[Signatures]
Chief Executive Officer,
Cantt. Board, Ambala
(Anuj Goel)