



कार्यालय छावनी परिषद्, बबीना
स्टेशन रोड, बबीना कैंप्ट,
झॉंसी- 284401

Office of the Cantonment Board, Babina
Station Road, Babina Cantt
Jhansi- 284401



दूरभाष नं० : 0510 -2740194

फैक्स नं० : 0510-2740017

ईमेल : ceobabi-stats@nic.in

Employment Notice No.XXII/B/Estt./Recruitment/891

Application in the prescribed format are invited from eligible candidates for direct recruitment to the under mentioned post of the Cantonment Board, Babina.

2. Candidates must clearly mention “**Application for the post of.....**” under mentioned Post on the top of the envelope while sending the application form. The last date for receipt of application is 16/01/2023 upto 1700 hours. For candidates residing in Assam , Meghalaya , Manipur , Arunachal Pradesh , Mizoram , Nagaland , Tripura , Sikkim , Jammu & Kashmir , Lahaul & Spiti District and Pangti (Sub - Division of Chamba District of Himachal Pradesh) , Andaman Nicobar and Lakshadweep islands are given Two weeks extra time to submit the application , i.e upto 31/01/2023 upto 1700 hours .

Description of Post:

| S. No | Name of Post | No. of Vacancies | | | | | Minimum Essential Education Qualification | Pay Level in the Revised Pay Matrix |
|-------|-----------------------------------|------------------|----|----|-----|-------|---|--|
| | | UR | SC | ST | OBC | Total | | |
| 01. | Resident Medical Officer (Female) | 0 | 0 | 0 | 01 | 01 | MBBS from recognized University/Medical College and registration with Govt. Medical Council Board. | Entry pay Scale/Level 56100-177500 (Level-10) plus usual allowances as admissible at par with UP State Govt. orders. |
| 02. | Assistant Teacher | 03 | 0 | 0 | 01 | 04 | 1.B.T.C. Or B.Ed. from a recognized institute. 2. Candidate must have passed T.E.T. (Primary) or equivalent test conducted by State/Central Govt. | Entry pay Scale/Level 35400-112400 (Level-06) plus usual allowances as admissible at par with UP State Govt. orders. |
| 03. | Steno/ Typist | 01 | 0 | 0 | 0 | 01 | 1. Intermediate from a recognized Board OR Equivalent qualification. 2. Must have a Speed of 80 w.p.m.in English Stenography. 3. Typing Speed at computer key board (175 key depression per min in English OR 90 key depression per min in Hindi) 4. CCC certificate | Entry pay Scale//Level 25500-81100 (Level-4) plus usual allowances as admissible at par with UP State Govt. orders. |

| | | | | | | | | |
|-----|------------------------------|----|---|---|----|----|--|---|
| | | | | | | | from DOEACC Society OR any equivalent certificate from any institute | |
| 04. | Revenue Clerk | 0 | 0 | 0 | 01 | 01 | 1. Intermediate from a recognized Board OR Equivalent qualification 2. Typing Speed at computer key board (175 key depression per min in English OR 90 key depression per min in Hindi) 3. CCC certificate from NIELIT (Formerly) DOEACC Society) OR Equivalent certificate from a Govt. recognized Institute | Entry pay Scale//Level 21700-69100 (Level-3) plus usual allowances as admissible at par with UP State Govt. orders. |
| 5. | Meter Reader-cum-Electrician | 01 | 0 | 0 | 0 | 01 | Matric from a recognized Board OR Equivalent qualification 2. ITI relevant trade | Entry pay Scale//Level 18000-56900 (Level-1) plus usual allowances as admissible at par with UP State Govt. orders. |

1. Age Limit :- (Age limit will be reckoned as on 01/11/2022)

| Category of Application | Minimum Age | Maximum Age |
|--|---------------------------------|-------------|
| RMO OBC (For reserved posts only) | 23 Years | 38 Years |
| UR | 21 Years | 30 Years |
| OBC candidates applying against reserved vacancy | 21 Years | 33 Years |
| Departmental Candidates with three years continuous service in Cantonment Board, Babina | Upto 40 years of age | |
| Ex-Serviceman | Period of Military Service + 3. | |
| Person with Disability (minimum 40% disability) | 10 years | |
| Widows, divorced women and women judicially separated from their husbands and who are not re married | Upto the age of 35 years | |

1. Application Fee : Application fee will be Rs.300 / - (non - refundable) for all candidates (Except for SC/ST, Ex-Serviceman, widow/divorced/judicially separated women candidate, PH candidate, transgender and departmental candidate) to be paid through Demand Draft favour of " Chief Executive Officer, Cantonment Board, Babina Payable at Babina Cantt. Application fee once paid shall not be refunded under any circumstances and will not be used for any future recruitment process.

2. Photocopy of the following document/certificates to be attached along with Application duly self-attested :-
- Mark sheet of the essential educational qualification .
 - Proof of Date of Birth .
 - 2 Self - addressed envelope duly affixed with Rs 30/- postal stamp .
 - 3 latest passport size photograph duly attested by self on back side of photograph) In Case of Ex - serviceman : - Discharge Certificate from service , service copy of Pension PPO and copy of Ex - serviceman Identity Card .
 - In case of Widow / Divorced / Judicially separated woman , document of proof to be submitted . Certificate regarding not ' re - married ' also to be submitted
 - Experience Certificate, if any .
 - Photo copy of Caste Certificate , duly attested by self for reserved posts .
 - Non - Creamy Layer Certificate (OBC)
3. Admit Card - Application will be scrutinized and admit card only for eligible candidates would be sent by post.
4. Date, Time & Venue for conduct of Interview/ Written Examination & Skill Test: To be published on website.

7 (a). MODE OF SELECTION :

For S. No. 01 Post: - Final selection and merit will be based on interview for the post of RMO subject to approval of competent authority

For S.No. 02 :-Final selection will be based on Written Test.

For S.No. 03 to 05 Post:-Final selection will be based on Written Test only. Skill Test will be conducted only qualifying nature and no marks will be given for Skill Test.

Written test :-

The written test will be of 120 marks on the subject of Objective Type Questions having duration of 120 minutes. Answers to the questions will have to be marked on Answer sheet . The questions for written test will be set in bilingual , i.e. Hindi & English . There will be Skill Test or interview for the Post. Date, time & venue will be intimated on website <https://babina.cantt.gov.in> Candidates are required to visit website regularly to check the time schedule for written test from time to time.

(b) 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) **Skill Test :-**

1. There will be a Skill Test for the post as mentioned at S.No. 03 to 05 (Steno/ Typist, Revenue Clerk, Meter Reader-cum-Electrician) which is only of qualifying nature.
2. A panel of 05 candidates securing highest marks in written examination will be prepared for skill test [Typing test on computer (for post of Revenue Clerk), Typing test on computer & short hand (for post of Steno/ Typist) and Electric work (for post of Meter Reader-cum-Electrician)], if top scoring candidate fails to qualify the skill test, then the candidate at next in position/merit shall be considered for appointment and so on.
3. Typing test will be conducted only on desktop computers, no typing machine will be allowed.
4. Computers for the purpose of typing test will be provided by Babina Cantonment Board.
5. PHYSICALLY HANDICAPPED CANDIDATES who are exempted from typing test by a Medical Board, must have to produce the certificate issued by the competent authority.

8. ELIGIBILITY CRITERIA :

- a) The candidate must be a citizen of India.
- b) The candidate must fulfill the educational qualification, age and other requirements as mentioned in this advertisement.
- c) 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.
- 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.) on or before the closing date of application; otherwise their claim for reservation shall be rejected.
- e) OBC candidates must be in possession of non - creamy layer certificate along with his / her Caste certificate issued on or before the closing date of application.

9. The number of vacancies advertised is only approximate and the same may increased/decreased with reference to vacancy position at any time before finalization of selection

10. SYLLABUS FOR WRITTEN EXAMINATION & INTERVIEW:

The question paper shall be of 120 minutes duration of 120 marks consisting of 120 question of objective type question :-

| S.No. | Name of Post | Subject | No. of Questions (Each one mark) | Total Marks |
|-------|-----------------------------------|---|----------------------------------|-------------|
| 1 | Resident Medical Officer (Female) | a) Syllabus related to education qualification i.e. MBBS | Interview Only | - |
| 2 | Assistant Teacher | a) General intelligence and reasoning | Written Test -120 | 120 |
| | | b) General awareness | | |
| | | c) English Comprehension | | |
| | | d) Syllabus related to education qualification i.e. Teaching Skills | | |
| 3. | Steno/typist | a) General intelligence and | 120 | 120 |

| | | | | | |
|----|------------------------------|----|--|---|-----|
| | | | reasoning | | |
| | | b) | General awareness | | |
| | | c) | English Comprehension | | |
| | | d) | Syllabus related to education qualification i.e. Stenography | | |
| | | e) | Skill Test (Typing/Shorthand) | Only qualifying nature. No marks shall be given for skill test. | - |
| 4. | Revenue Clerk | a) | General intelligence and reasoning | 120 | 120 |
| | | b) | General awareness | | |
| | | c) | English Comprehension | | |
| | | d) | Syllabus related to education qualification | | |
| | | e) | Skill Test (Typing) | Only qualifying nature. No marks shall be given for skill test. | - |
| 5. | Meter Reader-cum-Electrician | a) | General intelligence and reasoning | 120 | 120 |
| | | b) | General awareness | | |
| | | c) | English Comprehension | | |
| | | d) | Syllabus related to education qualification | | |
| | | e) | Skill Test (Electrical Works) | Only qualifying nature. No marks shall be given for skill test. | - |

Syllabus of the Examination written test for S. No. 02 to 05 above :

- a) General intelligence and reasoning will include both verbal and non - verbal reasoning.
- b) General awareness will include history, culture, geography, economic science, General polity, Indian Constitution , Current Affairs, etc.
- c) Numerical aptitude will test the knowledge of arithmetical concepts and their use in finding the solution of real - life problems.
- d) English Comprehension will test the candidate's ability to understand correct English, has basic comprehension and writing ability, etc.

10. GENERAL INFORMATION :

- a. The services of the appointed candidate / person will be governed under Cantonment Board Employees Service Rules 2021. Cantonments Act, 2006 CCS (Conduct) Rules and New Pension Scheme as amended from time to time and may other rules as made applicable by Government and Cantonment Board from time to time.
- b. The appointments to the posts as mentioned on Sl. No. 01 to 04 shall be on probation for a period of 2 years & to the as mentioned at Sl. No. 05 shall be on probation for a period of 06 months & thereafter permanent, if considered suitable by Appointment Authority as per rules.

- c. No TA/DA will be paid to the candidates for appearing for the Examination/Interview and Skill Test.
- d. Appointed candidate will be employee of the Cantonment Board, Babina and not for Central Govt.
- 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. If there are two or more candidates in the same category having equal marks in the examination, the person who is older in age get preference.
- g. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- h. 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 declaration of result and the vacancies arising due to non acceptance of the offer to appointment, candidate is 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, the same shall be filled up from this reserve panel/waiting list. Being on such panel does not bestow any right for the appointment
- i. The candidate should not 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.
- j. The final selection of the candidate is subject to the medical fitness certificate to be issued by the Medical Officer of this cantonment Board.
- k. The Candidates applying for the recruitment should ensure that they fulfill all eligibility condition for admission to recruitment. Their admission to all the stages of the recruitment will be purely **provisional** subject to satisfying the prescribed eligibility condition. Mere issue a Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Cantonment Board, Babina.
- l. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for Interview & written test and Skill Test as applicable.
- m. The Cantonment Board reserves the right not to fill up the post advertised without assigning any reason.
- n. 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.
- o. Canvassing in any form may lead to cancellation of candidature.
- p. The Cantonment Board shall verify the antecedents or documents submitted at any 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 dismissed forthwith and salary recovered already during the service period shall be recovered from the candidate & FIR will lodged against the candidates.

- q . Applications sent through e-mail will not be entertained, only application sent through Post will be accepted.
- r. 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 pos .
- s. The candidates should have a valid E-mail ID and a working mobile number for applying for the examination. The applicants are advised not to change the E-mail ID or Mobile number during the process of recruitment. They are also advised not to give mobile number / E-mail ID of any unknown person to avoid any complication.
- t. The applicant should visit website <https://babina.cantt.gov.in> in frequently to check any update regarding the examinations from time to time.
- u. Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board ,Babina on any working day between 10 am to 5 pm .
- v. Any corrigendum / changes / clarification regarding the examination will only be notified through the website <https://babina.cantt.gov.in> and no other medium of giving information to candidates will be incorporated .
- w. All the applicants are required to be present well in advance at least 1 hour before commencement of Examination/Interview on the date &venue . Any delay in presence will be marked as absent.
- x. The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage.
- y. 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 center and divert the candidates to appear at that examination center if required .
- z . 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 .
- aa . Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein .
- bb . 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.

11. 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, Babina 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. Application form duly signed by the candidate.
- b. Admit Card of the Candidate
- c. Certificate of date of birth / Matriculation Certificate
- d. Caste Certificate.
- e. Two latest colored passport size Photographs.
- f. All the requisite Academic qualification with details of marks .

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

12. REJECTION :

The following acts / omission qualified / rejected .

- a) Not meeting / Qualifying / Passing the laid down Mandatory Educational Qualification / Standards / Tests .
- b) Furnishing of false , inaccurate or tampered information .
- c) Obtaining support for his / her candidature through unfair means
- d) Impersonation by any person .
- e) Submitting fabricated / false documents .
- f) Making statements which are incorrect or false or suppressing material Information .
- g) Restoring to any other irregular or improper means in connection with his Candidature for the selection .
- h) 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
- i) Recommendation of any kind will lead to disqualification for the post
- j) More than one application submitted for the same post .

13. HOW TO APPLY OFFLINE FOR THE POSTS:

- i) Candidates are required to apply Offline , i.e. By Post . No other means / mode of application will be accepted .
- ii) Candidate has to fill up their application in the Prescribed form only . No other form of application will be entertained . (For Application Form , visit our website <https://babina.cantt.gov.in>
- iii) Candidate will specifically mention the Name of the Post applied for in the Application Form as well as on the Envelope .
- iv) Photocopy of the following document / certificates to be attached along with Application duly self - attested :-

- a) Mark sheet of the essential educational qualification .
- b) School Leaving Certificate for proof of Date of Birth .
- c) 2 Self - addressed envelope duly affixed with Rs 30 / - postal stamp .
- d) 3 latest passport size photograph duly attested by self on back side of photograph .
- e) In Case of E - serviceman : - Discharge Certificate from service , service copy of Pension PPO and copy of Ex - serviceman Identity Card .
- f) In case of Widow / Divorced / Judicially separated woman , document of submitted . proof to be submitted Certificate regarding not ' re - married also to be submitted.
- g) Experience Certificate , if any .
- h) Photo copy of Caste Certificate , duly attested by self for reserved posts
- i) Application Fee of Rs.300 / - (non - refundable) (Except for SC / ST , Ex Serviceman , widow / divorced / judicially separated women candidate & departmental candidate) to be paid through Demand Draft in favour of " Chief Executive Officer , Cantonment Board Babina.

14 . IMPORTANT INSTRUCTIONS:

- 1) The decision of the CEO, Babina 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 .
- 2) The Admit Card of the eligible candidates only will be sent by post on the Written test/ Interview & Skill test address given by the candidates .
- 3) Any corrigendum / change regarding the examination will only be notified through the website of Babina Cantonment Board and no other medium of giving information to candidates will be incorporated .
- 4) The exact date of the Interview for Sl. No. 01 and Written Test/Skill Test for Sl. No. 2 to 4 any will also be updated on the website.
- 5) Kindly visit official website regularly for further details/information

15. GENERAL INSTRUCTIONS FOR CANDIDATES :

- 1) 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. Organization.
- 2) 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 .
- 3) 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 .

In case of any guidance information / clarification regarding their application candidature etc , candidates can contact on following Email ID- (ceobabi-stats@nic.in) Office Contact No : - 0510-2740194.

CHIEF EXECUTIVE OFFICER
CANTONMENT BOARD, BABINA

Application form for the post of
Employment Notice No.....

- | | | |
|----|--|---|
| 1. | Name of the candidate(in Block Letters) | Please affix your recent passport colour photograph duly attested |
| 2. | Father's/Husband's name | |
| 3. | Date of Birth | |
| 4. | As on 01.11.2022 | |
| 5. | Permanent Address | |
| | (with pin code) e-mail address/mobile No. | |
| 6. | Address for correspondence (with pin code) | |
| 7. | (a) Religion | |
| | (b) Whether belonging to SC/ST/OBC | |
| 8. | Gender – Male/Female | |
| 9. | Details of Educational Qualification | |
| | From Matriculation onwards (enclose a | |
| | separate sheet duly authenticated by your | |
| | signature, if the space below is insufficient) | |

| | | | | | |
|-----|--|--|--|--|--|
| (a) | Examination passed | | | | |
| (b) | Year of passing | | | | |
| (c) | Name of College/institute | | | | |
| (d) | University/Board | | | | |
| (e) | Main subjects | | | | |
| (f) | Total aggregate and percentage of marks obtained, division and remarks, if any | | | | |

10. Details of experience, if any, in the relevant field
11. Details of enclosures
 1..... 2..... 3..... 4.....
 5..... 6
12. Demand Draft No. date
- Bank name and Branch

(please write name and address on the back side of the Demand Draft)

DECLARATION

I have carefully gone through the vacancy Circular/Advertisement and I am well aware that the Application Form/Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Authority competent at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me are true correct and complete to the best of my knowledge and belief. I undertake that, if any stage of selection or even after selection, any of the information furnished by me is found to be false/forgo incorrect or misleading, then my candidature/appointment /services will stand cancelled/terminated without assigning any reasons therefore.

Date :
Place

Signature of the candidate
Name
Mobile No.....