

CANTONMENT BOARD OFFICE, LANDOUR, MUSSOORIE

Notice Inviting Application for Recruitment

Online application is invited for Direct Recruitment to the following vacant posts in Cantonment Board Landour. The Interested candidate can apply online through website /Portal <https://www.mponline.gov.in> OR [iforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in>. Cantonment Board Landour is an autonomous body under Ministry of Defence.

Sl. No.	Name of post /Pay Scale	No. of posts	Pay Band + Grade Pay	Qualification	Age limit	Category
1	Sanitary Inspector	01	PB - 9300-34800 GP - 4200 (Level 6 as per 7 th CPC)	1.BSc. and one year diploma in Hygiene & Sanitation from State Health Institute or One year Diploma in Hygiene and Sanitation recognized by the Govt. or its equivalent	21 to 30 years	01(UR)
2	Tax Collector & Junior Assistant	02	PB-5200-20200 GP - 1900 (Level 2 as per 7 th CPC)	1.Intermediate from recognized Board 2.English typing speed (English Typing Speed 8000 Key Depression Per Hour and Hindi Typing 4000 Key Depression Per Hour)	21 to 30 years	01 (UR) 01 (UR)

Syllabus for the Sanitary Inspector

(i)General intelligence and reasoning, General awareness, Numerical aptitude and English Comprehension, Course of BSc and Sanitation Diploma.	100 MCQs	100 Marks	Duration of Exam- Two Hour
(ii) Skill Test	Only Qualifying		<u>Duration of Skill Test - 15 Minutes</u>

Syllabus for the Junior Assistant & Tax Collector

(i) General intelligence and reasoning, General awareness, General Science, Numerical aptitude, General English and Hindi & Computer Concept	100 MCQs	100 Marks	Duration of Exam- Two Hour
(ii) Skill Test	Skill Test on computer	Only Qualifying	<u>Duration of Skill Test - 15 Minutes</u>

Note: Candidates shall study all the conditions, provisions and instructions applicable as per notification.



GENERAL CONDITIONS

Age Limit:

- The age limit will be considered as on last date of receipt of Applications and Age limit as per existing Cantonment Board Employee Service Rules, 2021 is 21-30 years. The Age relaxation for the Reserved categories is given below.

Relaxation in upper Age Limit:

SI.NO.	Category	Upper Age Relaxation
1	Physical Handicapped candidate minimum 40% disability (The minimum physical standard for disabled candidate shall be as per extent Central Govt. norms)	10 Years
2	Ex-Servicemen (Age relaxation shall be as follows after deduction of the military service rendered from the actual age as on the closing date for receipt of online application)	UR-03 years,

Selection Process:

Written Test will be conducted for selection to the Post of Junior Assistant, Tax Collector and Sanitary Inspector. For the post of Junior Assistant & Tax Collector, after written test, there will be Qualifying typing test (**English Typing Speed 8000 Key Depression Per Hour and Hindi Typing 4000 Key Depression Per Hour**) of first 04 candidates from written test.

The selection of candidate for appointment to these posts will be made by multiple choice objective type questions. The questions for examination for all posts will be Bilingual (Hindi & English). Written test will be conducted in OMR Answer Sheets. Examination material will be provided Online in case of Online Examination. There will be No interview but it is necessary to Qualify Skill Test for all the Posts. Date, Time & Venue for written test will be intimated on website/ portal <https://www.mponline.gov.in> OR [ifforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in> in due course of time.

Candidate are required to visit website/portal <https://www.mponline.gov.in> [ifforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in> regularly to check time schedule for written test.

- I) The final selection of these posts will be based on marks secured in the written examination and skill test. Candidates who qualify in the written and skill test will be called for verification of documents. Candidates will be disqualified in case of non-verification of documents or any difference in details as mentioned in online form.
- II) At the time of written test, candidate should bring their Photo identity proof along with Admit Card.

- III) **Penalty for wrong answers:** Each Question will have four choices of answer Candidates should note that for each wrong answer, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
- IV) Answer will be treated wrong in case of more than one answer is given by the Candidate for Single Question. In case there is correct answer in the number of multiple answers marked for one question, the penalty will be same as above.
- V) No Marks will be awarded in case Candidate does not answer a question.
- VI) Use of Whitener, Scratching/Aggravation of sheet etc. is restricted. Penalty marks will be deducted in this case.
- VII) If a Candidate enters Wrong Roll Number or Booklet Sheet Number in the Answer Sheet or No entry is made by the Candidate in the Answer Sheet then their O.M.R Sheet will not be evaluated and their candidature stands cancelled.
- VIII) The Procedure will be followed accordingly in case of Online Examination.

Application Fees:

Sr. No.	Category	Fee
1.	General/Unreserved	Rs. 1000/-
2.	SC, ST, OBC and PH	Rs. 500/-

Mode of Application:

Online Application complete in all respect will only be accepted. Any Application received from any other source will be summarily rejected.

Important Dates and details:

Commencing date of Submission of Online Application	25.01.2023
Last date of receipt of Online Application	15.02.2023
Exam Centre	Dehradun Cantonment and Dehradun City Only
List of Eligible Candidates Publication Date (Tentative)	25.02.2023 Date may get change and it will be intimated on MP Online Portal and Official Website of Cantonment Board, Landour
Date of Examination	01.03.2023 to 15.03.2023 Dates of exam may get change and it will be intimated on MP Online Portal and Official Website of Cantonment Board, Landour
Start Date of Admit Card Download (Tentative)	25.02.2023 Date may get change and it will be intimated on MP Online Portal and Official Website of Cantonment Board, Landour
Answer Key publication date and time (Tentative)	15.03.2023

	Date may get change and it will be intimated on MP Online Portal and Official Website of Cantonment Board, Landour
Result Declaration Publication date and time (Tentative)	16.03.2023 Date may get change and it will be intimated on MP Online Portal and Official Website of Cantonment Board, Landour

Note- Application which are incomplete in any respect, not accompanied by recent clear photographs, Signature, essential qualification or without application fee or not properly filled are liable to be summarily rejected. No correspondence in this regard would be entertained.

Admit Card/ Call letter for written test:-

Applications will be scrutinized and only eligible candidates would be intimated online at website/portal <https://www.mponline.gov.in> or [iforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in> about the date, time and venue for conduct of test. Further the admit card will be generated online for eligible Candidates, which can be downloaded from <https://www.mponline.gov.in>. Candidates are required to check any information of any amendments of updates regarding said requirement process and time schedule for written test.

Eligibility Criteria:-

- i) Candidate must be citizen of India.
- ii) The candidate must fulfil the minimum essential qualification like educational qualification, age, etc. as stipulated in this advertisement.

General Conditions: -

- a) The Service of the appointed candidate/person shall be governed by the Cantonment Board Employees Service Rules, 2021 and Cantonments Act 2006, as amended from time to time by the Central Govt.
- b) **Probation:** The selected candidate shall be on compulsory probation for a period of two years, before being considered for confirmation. The probation may be extended further at the discretion of competent authority.
- c) No conveyance, TA/DA or any other allowance shall be paid for appearing for the written test.
- d) Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel and should submit such documents at the time of verification of documents.
- e) The above posts are on permanent basis and probation period shall be as per rules. The CEO reserve the right to accept/reject any or all the application/posts without assigning any reasons thereof.

- f) Application and fee payment received through offline mode shall be summarily rejected and the candidates are advised to apply only through online mode.
- g) 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 six month from the date of declaration of result and 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 shall be filled-up from this from this reserve panel/waiting list. The provisional list for wait listed candidates against each post shall be maintained as per decision of the competent appointing authority.
- h) 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. Final selection of the candidates shall be subject to verification of documents and all the eligibility conditions by the Competent Authority.
- i) If there are more than one candidate in the same category having equal marks in the merit list, the candidate older in age will get preference.
- j) The final selection of the candidate is subject to the medical fitness certificate issued by the Competent Medical Officer of Government .
- k) The Cantonment Board reserve the right not to fill up any of the posts advertised without assigning any reason.
- l) The Cantonment Board shall verify the antecedents or documents submitted at the time of appointment or during the tenure of the services. 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.
- m) Candidate should be present in the Examination Hall at least one hour before the exam and they will not be allowed to leave the Examination Hall until the exam is over. Candidates arriving after commencement of the examination will not be permitted to enter the Examination Hall.
- n) Candidate who is found either copying or receiving assistance or indulging in any kind of malpractices shall be disqualified.
- o) The candidature of the candidate to the written test is entirely provisional and mere issue of admit card or appearance at Examination/Interview docs not entitle him /her to any claim for the post.
- p) Candidates have to abide by the instruction given by the invigilator during the examination in the Examination Hall, failing which they will be liable to be debarred from the examination and subsequent necessary action as deemed fit shall he taken.



- q) The result of the examination/Interview/final merit list etc. as the case may be, shall be displayed on the official website <https://landour.cantt.gov.in> of Cantonment Board Landour and no separate intimation will be given to candidates. Therefore, the candidates are advised to check website on regular basis.
- r) No. of vacancy against each advertised post may increase/decrease as per the latest administrative instructions/ orders issued by competent authority. The appointing authority reserves the right to cancel or modify the advertisement or recruitment process or any part of it, at any stage without assigning any reason thereof.
- s) Appointment letter shall be issued to the provisionally selected candidates only after police verification and further verification of educational qualification, caste certificates and other documents etc. as the case may be.
- t) The entire recruitment process can be cancelled by competent authority at any point of time. No correspondence regarding the same will be entertained.
- u) Canvassing in any form, influencing or contacting staff of examination by any means shall lead to rejection of the candidature.
- v) If at any stage it is found that the candidate has concealed or misrepresented any desired or required information, his/her candidature shall be cancelled and other appropriate action like debarment, termination etc. shall be initiated/under taken against the defaulter concerned.
- w) In case of any dispute, decision of the Chief Executive Officer, Cantonment Board Landour will be final and binding on all parties.
- x) Courts at Uttarakhand shall have the sole jurisdiction in respect of all disputes arising out of the subject matter.
- y) The cut off marks (out of total marks) for online/offline written examination/interview, if any, for all the post, shall be as per the decision of the competent appointing authority and no representation in this regard shall be entertained.

Rejection: -

The following acts of commission would render the candidature/ application as disqualified/rejected:-

- a) Not meeting the laid down mandatory essential qualification.
- b) Furnishing of false, inaccurate or tempered 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) Conviction
- j) Criminal case pending/FIR.

Selection will also be subject to the following conditions:-

- a) Medical Fitness Test.
- b) Verification of Character and Antecedents.
- c) Verification of caste certificate and Non-creamy layer certificate status wherever applicable (Belonging/Not Belonging to creamy layer)
- d) Verification of Educational Qualification certificate & Experience Certificate.
- e) Verification of all Certificates/documents from issuing authority.
- f) Proof of Date of Birth (10th pass Certificate only)

Important Instructions:-

1. The decision of CEO, Landour 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 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, misuse.
3. After the examination, details regarding marks obtained by each candidates will be placed on the Website/Portal <https://www.mponline.gov.in> or [iforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in>.
4. The applicants are advised to check any update regarding the examination at regular interval on the website/portals <https://www.mponline.gov.in> and <https://landour.cantt.gov.in>.
5. The admit cards of provisionally eligible candidates will be uploaded on the website/Portal <https://www.mponline.gov.in> or [iforms.mponline.gov.in](https://forms.mponline.gov.in) 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 Landour on any working day during working hours.
7. The candidates are advised to visit the website regularly to be in touch with information/updation regarding the examination.
8. Any corrigendum/change regarding the examination will only be notified through the website/Portal <https://www.mponline.gov.in> or [iforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in> 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 / Portal <https://www.mponline.gov.in> or [iforms.mponline.gov.in](https://forms.mponline.gov.in) and <https://landour.cantt.gov.in> The candidates are advised to check the website regularly.

Within 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 (s) within one year of joining the post, shall be filled -up from this reserve panel / waiting list.

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 the time of verification /scrutiny of documents.

- a) Computer generated Application form duly signed by the candidates.
- b) Proof of Date of Birth.
- c) Two latest color passport size photographs
- d) Original Certificates of requisite academic qualification with detail marks.
- e) Address proof
- f) Aadhaar Card
- g) Caste /category certificate, if any
- h) Proof for certification of reservation, if applicable

Candidates must carry the Originals & photo copies of all the above documents for verification while appearing for scrutiny of documents.

The original documents as mentioned above of the shortlisted candidates will be checked & verified at office of the Cantonment Board , Landour 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 appear in the final merit list. Candidature of candidate may be cancelled at any stage and no correspondence in this regard will be entertained.

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

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/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 a candidate confers on him/her no right of appointment unless the Appointing Authority satisfying after such inquiry as may be considered necessary decides that the candidate is suitable in all respect for appointment to the post.

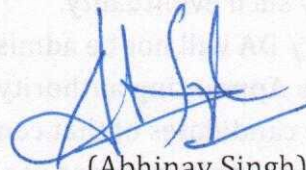
- ii. The services of the selected candidates on appointment will be governed by the provisions of the Cantonment Board Employees Service Rules, 2021 as amended from time to time, Cantonment Act 2006 and Govt. Instructions issued from time to time.
- iii. The Candidate should not have been convicted by any court of law. Also, Disciplinary/Vigilance case should not be contemplated / pending against the candidate already serving in Govt. Organizations.
- iv. The vacancy advertised is provisional and likely to be permanent. The appointing authority reserves the right to increase or decrease vacancies. 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 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 with regard to the appointment will be entertained.
- viii. No representation on any grounds for non-appearance for the written test by the candidates will be entertained and his/her candidature will not be considered in any such 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 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 is required to sign on the attendance sheet and OMR Sheet in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space.
- xiv. The OMR sheet must be handed over to the Invigilator after completion of examination as mentioned therein.
- xv. The OMR sheets will be collected by the Invigilator immediately after expiry of prescribed time for examination and will be handed over to the centre in charge.
- xvi. After the examination is over, the candidate should hand over the OMR sheet or the invigilator before leaving the examination hall. Any candidate who does not return OMR sheet or if he/she is found attempting to take the OMR sheet paper outside the examination hall and for any inappropriate behaviour, the appointing authority will take further action against him/her as per the rules.



- xvii. 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).
- xviii. 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.
- xix. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for safe keeping of these items would be available at the centres.
- xx. Candidates are required to visit website / Portal <https://www.mponline.gov.in> [iforms.mponline.gov.in](https://www.mponline.gov.in) and <https://landour.cantt.gov.in> regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date for written test and other information regarding recruitment process.
- xxi. 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.
- xxii. Graduation degree must be obtained from university affiliated / granted by UGC.

Place: Landour

Dated: 19/01/23



(Abhinav Singh)

Chief Executive Officer
Cantonment Board, Landour

