

## JHANSI CANTONMENT BOARD

### Notice Inviting Application for Recruitment

Sealed Applications are invited from the suitable candidates for recruitment to the following posts in Cantonment Board, Subhash Marg, Jhansi Cantt (U.P.) –

S.No.	Name of Post	No. of vacancies					Pay Level (as per 7 <sup>th</sup> CPC)	Essential Qualification
		UR	OBC	SC	PH	Total		
1.	Assistant Programmer	1	0	0	0	1	Level-6 (7 <sup>th</sup> CPC)	1. Post Graduate Diploma in Computer Science along with Graduation from a Govt recognized institute OR O Level Certificate (Advanced Diploma) from DOEACC along with Graduation 2. Good knowledge of C++/ VB/ HTML/PHP and DBMS like Sql Server/Oracle etc in DOS/ Windows/LINUX platforms. 3. Exposer of Windows NT 4. Complete knowledge of office automation system and internet.
2.	Junior Assistant	0	0	1	0	1	Level-3 (7 <sup>th</sup> CPC)	1. Intermediate from recognized Board OR Equivalent qualification 2. Typing speed at computer keyboard (175 key depression per min in English OR 90 key depression per min in Hindi) 3. CCC certificate from DOEACC Society OR Equivalent certificate from a Govt recognized Institute

**Age Limit** : 21 years to 30 years (As on 1<sup>st</sup> July 2022)

**Relaxation in Upper Age Limit** - Relaxation in upper age limit upto 05 Years shall be provided to SC candidates applying for the post of Junior Assistant (S.No.2).

**Last date for submission of application:** 31.05.2022 upto 05:00 pm

**Date For Written Examination** : **Sunday 26<sup>th</sup> June 2022**

Note –

1. Venue of the examination shall be Cantonment Board Schools situated in Jhansi (U.P.).
2. All the travelling expenses etc. shall be borne by the candidate for participation in the examination. No TA/DA shall be given by the Board.
3. For further details and application form log on to our website <https://jhansi.cantt.gov.in>.

**Deepak Mohan**, IDES  
Chief Executive Officer  
Jhansi Cantonment Board

## JHANSI CANTONMENT BOARD

### INSTRUCTIONS TO THE CANDIDATES FOR FILLING RECRUITMENT APPLICATION

1. Application for recruitment to the posts of Assistant Programmer and Junior Assistant are invited in the prescribed proforma as given below in this document.
2. Duly filled application form along with enclosures may be sent by registered post / speed post to following address –

The Chief Executive Officer  
Office of the Cantonment Board, Jhansi  
Subhash Marg, Near Public Park  
Cantt, Jhansi (U.P.) – 284001

3. Please mention clearly at the top of the envelope **“Application for the Post of .....**” (Junior Assistant OR Assistant Programmer, as the case may be).
4. Candidates are advised to carefully go through this document before filling up the Application Form.
5. Candidates are advised to provide as much information as possible about themselves.
6. Candidates are also advised to check the filled in details and satisfy themselves that all the information is correctly provided in the application form. No request for change in the information shall be entertained at any subsequent stage of the Recruitment process after submission of application form.
7. Candidates are advised to ensure while applying that they fulfil all the eligibility criteria and other requirements and that the particulars furnished by them are correct in all aspects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable to be terminated without any notice.

## **JHANSI CANTONMENT BOARD**

### **INFORMATION REGARDING POST OF ASSISTANT PROGRAMMER**

#### **Introduction**

Cantonment Board, Jhansi is an autonomous body under the Ministry of Defence, Govt of India to cater civic amenities to the resident of civil area of the Cantonment. The Board requires an Assistant Programmer to be posted in its office located at Subhash Marg, Jhansi Cantt. The services of the employees are governed by Cantonment Board Employees Rules, 2021.

#### **Duties and Responsibilities**

- a. He/she will assist the IT section as well as other sections in day-to-day IT operations.
- b. To maintain the office automation softwares, website, servers, LAN and internet.
- c. To check and reply emails regularly.
- d. Any other work / task directed by the CEO / Board.
- e. The Candidate may be directed to perform his/her duties in any part of the country as many of the projects are being run by Defence Estates Organization centrally and IT services may be required anywhere, wherever servers / service providers are located.

#### **Reservation of Vacancies**

The vacancy is of unreserved category.

#### **Age Limit**

A candidate born between **01-07-1992 to 01-07-2001** can apply for this post.

#### **Essential Educational Qualification**

Minimum Educational Qualification for the post is –

Post Graduate Diploma in Computer Science along with Graduation from a Govt recognized institute

OR

‘O’ Level Certificate (Advanced Diploma) from Department of Electronics Accredited in Computers and Communications (DOEACC) along with Graduation

#### **Desirable Qualifications**

1. Good knowledge of C++/ VB/ HTML/PHP and DBMS like Sql Server/Oracle etc in DOS/ Windows/LINUX platforms.
2. Exposer of Windows NT
3. Complete knowledge of office automation system and internet.

## **Selection Process**

1. Selection of the candidates for the post of Assistant Programmer shall be done through open competitive examination from the valid candidates who have applied for the post.
2. The format of the examination is as follows
  - a. Written Test - 100 Marks
  - b. Skill Test - Qualifying in nature  

The candidate must have to qualify the skill test, if any candidate secure highest marks in written test but fails to qualify the skill test, shall not be eligible for appointment.
  - c. Interview - There shall be no interview as per Govt guidelines
3. The syllabus for the question paper for written test is as follows –
  - a. Part-A General Knowledge / General Aptitude - 20 Questions
  - b. Part-B Computer Applications - 40 Questions
  - c. Part-C Maths - 20 Questions
  - d. Part-D English Language - 20 Questions
4. Question paper for written test shall consist of one hundred (100) multiple choice questions of 1 mark each.
5. The question shall be in bilingual format i.e. in Hindi and English except Part-D (English Language) and Part-C and Part-D, wherever Hindi translation is not possible or not required.
6. OMR Sheets shall be used for the purpose of written test.
7. A panel of 5 candidates securing highest marks in written examination shall be prepared for skill test, if the top scoring candidate fails to qualify the skill test, then second scoring candidate shall be considered for appointment and so on.
8. Skill test shall be conducted only on desktop computers.
9. Computers for the purpose of skill test shall be provided by Jhansi Cantonment Board.

## **Documents to be submitted at the time of Interview**

- (i) Attested copies of certificates for educational qualification
- (ii) Experience Certificate (if any)
- (iii) Proof for date of birth
- (iv) Three coloured passport size attested photographs (one is pasted on application form and two additional photographs)

## **Note :**

The successful candidate must produce all the above mentioned documents in original at the time of joining. If any candidate fails to produce any of the above mentioned documents, his/her candidature / appointment may be rejected and the offer will be passed to waitlist candidate.

## **JHANSI CANTONMENT BOARD**

### **INFORMATION REGARDING POST OF JUNIOR ASSISTANT**

#### **Introduction**

Cantonment Board, Jhansi is an autonomous body under the Ministry of Defence, Govt of India to cater civic amenities to the resident of civil area of the Cantonment. The Board requires a Junior Assistants (Junior Clerk) to be posted in its office located at Subhash Marg, Jhansi Cantt. The services of the employees are governed by Cantonment Board Employees Service Rules, 2021.

#### **Duties and Responsibilities**

- a. He/she will be responsible for day-to-day clerical work as well as other important works assign to him / her by the CEO.
- b. In addition to clerical work, he/she will perform any duty as directed by the CEO / Board, as and when required.

#### **Reservation of Vacancies**

The post is reserved for SC category candidates.

#### **Relaxation in Upper Age Limit**

05 (Five) years relaxation may be given in upper age limit to the candidates applying under SC Category as per Government Rules.

Thus -

A candidate born between **01-07-1987 to 01-07-2001** can apply for the post of Junior Assistant

#### **Essential Educational Qualification**

Minimum Educational Qualification for the post is –

1. Intermediate from a recognized Board.  
AND
2. Typing speed on computer keyboard – 175 key depressions per minute in English  
OR  
90 key depressions per minute in Hindi  
AND
3. CCC certificate from DOEACC Society OR Equivalent certificate from a Govt recognized Institute

#### **Selection Process**

1. Selection of the candidates for the post of Junior Assistant shall be done through open competitive examination from the valid candidates who have applied for the post.
2. The format of the examination is as follows:

- a. Written Test - 100 Marks
  - b. Skill Test - Qualifying in nature  
The candidate must have to qualify the skill test, if any candidate secure highest marks in written test but fails to qualify the skill test, shall not be eligible for appointment.
  - c. Interview - There shall be no interview as per Govt guidelines.
3. The syllabus for the question paper for written test is as follows –
- a. Part-A General Knowledge - 25 Questions
  - b. Part-B General Aptitude - 25 Questions
  - c. Part-C Maths - 25 Questions
  - d. Part-D English Language - 25 Questions
4. Question paper for written test shall consist of one hundred (100) multiple choice questions of 1 mark each.
5. The question shall be in bilingual format i.e. in Hindi and English except Part-D (English Language) and Part-C (Maths) where Hindi Translation is not possible or not required.
6. OMR Sheets shall be used for the purpose of written test.
7. A panel of 5 candidates securing highest marks in written examination shall be prepared for skill test (Typing test on computer), if the top scoring candidate fails to qualify the skill test then second scoring candidate shall be considered for appointment and so on.
8. Typing test shall be conducted only on desktop computers, no typing machine shall be allowed.
9. Computers for the purpose of typing test shall be provided by Jhansi Cantonment Board.
10. **PHYSICALLY HANDICAPPED CANDIDATES** who are exempted from typing test by a Medical Board, shall produce the certificate issued by the competent authority.

**Documents to be submitted at the time of Interview**

- (i) Attested copies of certificates for educational qualification
- (ii) Experience Certificate (if any)
- (iii) Proof for date of birth
- (iv) Three coloured passport size attested photographs (one is pasted on application form and two additional photographs)
- (v) Certificate for Scheduled Caste

**Note :**

The successful candidate must produce all the above mentioned documents in original at the time of joining. If any candidate fails to produce any of the above mentioned documents, his/her candidature / appointment may be rejected and the offer will be passed to waitlist candidate.



### Technical Qualification

Name of Course / Diploma / Degree	Board / University	Year of Passing	Subjects	Percentage

### Experience (if any)

Post : \_\_\_\_\_ Responsibility: \_\_\_\_\_

Department: \_\_\_\_\_ Period: \_\_\_\_\_

Post : \_\_\_\_\_ Responsibility: \_\_\_\_\_

Department: \_\_\_\_\_ Period: \_\_\_\_\_

### Disclaimer and Signature

*I certify that the information provided above are true and complete to the best of my knowledge.*

*I understand that false or misleading information in my application may result in cancellation of my candidature / appointment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Documents attached with this application form –

1. Proof of Date of Birth
2. Copies of documents related to Educational Qualifications
3. Copies of documents related to Technical Qualifications
4. Experience Certificate (if any)
5. Caste Certificate (if applicable)
6. Proof of Permanent Address (Aadhar Card / Driving License / Voter ID Card / Bank Pass Book etc)
7. Two additional same passport size coloured photographs as affixed on the application form
8. Demand Draft of Rs.200/- in favour of "Chief Executive Officer, Cantonment Board Jhansi" payable at Jhansi (Fee payment is exempted for SC / ST candidates and Window / Judicially Separated women candidates)
9. A self-addressed envelope with postal stamp of Rs. 22/- affixed thereon.