



छावनी परिषद, मथुरा

CANTONMENT BOARD, MATHURA

Old Sister Mess Road, Near Regimental Bazar, Mathura Cantt-281001 (U.P.)

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RECRUITMENT FOR VARIOUS POSTS IN CANTONMENT BOARD MATHURA

Online applications are invited for the following vacant post in the Cantonment Board Mathura. The interested candidates fulfilling the eligibility criteria can apply online through website <https://mathura.cantt.gov.in/>. The Cantonment Board Mathura is an autonomous local body & services of its employees are governed by the Cantonment Board Employees Service Rules, 2021 as amended from time to time. The detailed advertisement can be viewed on website <https://mathura.cantt.gov.in/>.

Important Dates:

Starting date for online application : 18.02.2023

Closing date for online application : 20.03.2023

S. N.	Name of Post	No. of Post	Category Wise					Pay Scale	Age (in Yrs.)	Minimum Qualification
			UR	OBC	S C	ST	EW S			
1	Sanitary Inspector	01	-	01	-	-	-	Rs 9300 – 34800 + GP Rs 4200/- (Level 06)	21-30	1. Bachelor Degree from Govt. recognized Institution. 2. Diploma in Sanitary Inspector / Sanitary Health Inspector/Sanitation & Public Hygiene from Govt. recognized Institution.
2	Junior Assistant	05	02	01	01	-	01	Rs 5200 – 20200 + GP Rs 2000/- (Level 03)	21-30	1. Intermediate 2. English and Hindi Typing (25 WPM in Hindi and 30WPM in English) 3. CCC certificate from DOEACC society or a certificate equivalent thereto from any Govt. recognized Institution.
3	Pump Driver	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	High School and ITI Certificate in Electrical trade

Post Reserved for Physically Disabled :

One post out of total 05 posts of Junior Assistant is reserved for Orthopedically Handicapped (OH). OH means minimum 40% disability.

Note 1 : In case no suitable candidate found in preferred category, other categories of disabled persons will be filled against reserved vacancies

Note 2 : Physically handicapped candidates, if want to bring writer / scribe, have to take prior permission of the Chief Executive Officer, Cantonment Board Mathura at least 03 days before the date of examination. Such candidates has to bring certificate in format of Annexure-A duly filled & stamped by competent authority and undertaking in format of Annexure-B at the time of examination failing which the permission granted by this office for scribe will be cancelled.

Note 3 : EWS category criteria and applicability is as described in Department of Personal and Training's Office Memorandum No. 36039/1/2019-Estt(Res) dated 31st January, 2019.

2. (i) Age Limit:- As per existing rules under CBESR 2021 as amended time to time, the minimum age limit is 21 years and maximum age limit is 30 years.

(ii) Age limit shall be relaxed by 03 years for OBC & 05 years for SC (for reserved posts only) and by 10 years for disabled candidates over and above admissible age. Physically Handicapped candidates shall attach proof of physical disability(certificate from competent authority)

(iii) Age relaxation for persons already employed only in Cantonment Board Mathura is as below. Provided, the application is filled by them through proper channel.

UR- 40 Years, OBC- 43 Years, SC/ST- 45 Years

(iv) Age relaxation 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 resultant age does not exceed 30 years by more than 3 years, shall be deemed to satisfy the conditions regarding age limit.

The age limit will be considered as on last date of receipt of application.

3. Mode of Selection:

(i) The provisional selection of candidates for all the post shall be through written examination with multiple choice objective type question and skill test, if any. The **questions for examination will be set only in Hindi/English**. Answer to the questions will have to be marked in OMR sheet. There will be no interview. **Date, Time & Venue for Written Test/Skill Test will be intimated on website <https://mathura.cantt.gov.in/> in due course of time. Candidates are required to visit website <https://mathura.cantt.gov.in/> regularly to check time schedule for written Test/Skill Test.**

(ii) **The provisional shortlisted candidate after written examination for each post shall be based on the marks obtained in the written test. Further, only provisional shortlisted candidates in the written examination shall be called for skill test where ever applicable. Skill test shall be qualifying in nature i.e., mere getting shortlisted in written examination does not confer any right for getting shortlisted in the final merit list. It shall be mandatory to qualify the skill test for the posts where skill test is applicable.**

(iii) At the time of Written test / Skill test, the candidates should bring their original Photo Identity proof (any one) from below list along with Admit Card.

- Voter ID
- Passport
- PAN Card
- Central / State Government issued photo ID cards for employees.
- The Student ID card with photo issued from Recognized school / college for their students.
- Nationalized bank passbook with Photo.
- Aadhaar Card

4. Maximum marks for Written Examination shall be 100 (each question having 01 mark) and total Time Duration shall be 90 minutes for each of the post respectively.

5. Syllabus of the examination: -

i) The common syllabus for the written examination for all the post as per their educational standards shall be as follows:

1. General intelligence and reasoning,
2. General awareness,
3. Numerical aptitude,
4. English Comprehension

Also there will be questions from the topics of respective trade for each post except Junior Assistant.

ii) General intelligence and reasoning shall include both verbal and non-verbal reasoning.

iii) General awareness shall include history, culture, geography, economic science, General polity, Indian Constitution, current affairs etc.

iv) Numerical aptitude will test the knowledge of arithmetical concepts and their use in finding the solution of real-life problems (Matriculation / 10th level).

v) English Comprehension will test the Candidate's ability to understand correct English, has basic comprehension and writing ability etc.

vi) Trade related - All aspects of the respective trade category.

6. Application Fee:-

Sr. No.	Category	Fee
1.	General/ Unreserved/ Ex-Servicemen/OBC/EWS	Rs. 1500/-
2.	Departmental	Rs. 750/-
3..	SC/Disabled (min 40%) / Woman	Rs. 750/-**

**** After completion of entire recruitment process, the fees will be refunded for candidates belonging to SC/Disabled (min 40%) / Woman categories who shall appear in the written examination through the same bank account number from which the payment have been made.**

7. Mode of Applications:

Only online Applications complete in all respect shall be accepted. Any application received by any other source/mode shall not be accepted / entertained and the same shall be summarily rejected without assigning any reason thereof.

8. Important Dates:

Commencing date for Submission of Online Applications	18.02.2023
Last date of receipt of Online Applications	20.03.2023
Download of Admit Card and Date of Examination	To be intimated through the official website of Cantonment Board Mathura (https://mathura.cantt.gov.in/)

Note - Applications which are incomplete in any respect, 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.

9. Exam Centre: The examination for all the posts will be conducted tentatively in Mathura. The details of Examination centre will be intimated through Admit Card.

10. Date of Examination: The same will be intimated through the official Website of Cantonment Board Mathura i.e <https://mathura.cantt.gov.in/>

11. Admit-Card / Call letter for Written Test: -

Applications will be scrutinized and only eligible candidates based on the information filled in online application would be intimated online through website <https://mathura.cantt.gov.in/> about the date, time and venue for conduct of written test. Further, the admit card will be generated online for eligible Candidates, which can be downloaded by the candidates. Candidates are required to visit website <https://mathura.cantt.gov.in/> regularly to check any information or any amendments/corrigendum or updates regarding recruitment process and time schedule for Written Test / Skill Test.

12. Eligibility Criteria: -

- The candidate must be a citizen of India.
- The candidate must fulfill the minimum essential qualifications like educational qualification, age, etc. as stipulated in this advertisement.
- The cutoff date for age will be considered as on last date of receipt of application.

13. General Conditions:-

- i) The service of the appointed candidate / person will be governed by the Cantonment Board Employees Service Rules, 2021, Cantonments Act, 2006, National Pension Scheme etc as amended from time to time by the Central Govt / applicable competent authority.
- ii) Probation Period:- Appointment of selected candidates shall be provisional as per the Cantonment Board Employees Service Rules, 2021 as amended from time to time.
- iii) No conveyance, TA/DA or any other allowance shall be paid for appearing in the written test/skill test. The necessary arrangements for stay/ travel etc shall have to be made by the candidates themselves.
- iv) 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**.
- v) Competent Authority reserves the right to accept / reject any or all the applications without assigning any reasons thereof.
- vi) Applications and fee payment received through offline mode will be summarily rejected and the candidates are advised to apply only in online mode.
- vii) 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) may be filled-up from this reserve panel / waiting list.
- viii) The candidates should note that their admission to the written examination / Skill test shall 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.
- ix) If there is more than one candidate in the same category having equal marks in the merit list, the candidate older in age will get preference. In case more than one candidate secures same marks and are having equal age, then the preference will be given to the candidate having highest total percentage of marks obtained in High School (Matriculation).
- x) The final selection of the candidate is subject to the medical fitness certificate to be issued by the medical officer of Cantonment Board Mathura.
- xi) Candidates 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.
- xii) Candidate who is found either copying or receiving assistance or indulging in any kind of malpractices shall be disqualified.

xiii) The candidature of the candidate to the written test is entirely provisional and mere issue of admit card or appearance at Examination/skill test does not entitle him/her to any claim for the post.

xiv) Candidates have to abide by the instructions 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 disciplinary action shall be taken (as the case may be).

xv) The result of the written examination / skill test / final merit list etc, as the case may be, shall be displayed on the official website of Cantonment Board Mathura (<https://mathura.cantt.gov.in/>) and no separate intimation will be given to candidates. Therefore, the candidates are advised to check website on regular basis.

xvi) Number 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 / postpone / modify / suspend / terminate the recruitment process or any part of it, at any stage without any prior notice and without assigning any reason thereof. No correspondence would be entertained in this regard.

xvii) Appointment letter shall be issued to the provisionally selected candidates only after verification of educational qualification, caste certificate and other documents etc as the case may be.

xviii) The entire recruitment process can be cancelled by competent authority at any point of time. No correspondence regarding the same will be entertained.

xix) Canvassing in any form, influencing or contacting staff of examination by any means shall lead to rejection of the candidature.

xx) If at any stage it is found that the candidate has concealed or misrepresented any desired or required information, his candidature shall be cancelled and other appropriate action like debarment, termination etc. shall be initiated / undertaken against the defaulter concerned.

xxi) The reservation for any post, as applicable, will be based on the Central Govt. rules. Please note that the certificate in this regard will be accepted in Central Govt. approved format only.

xxii) In case of any dispute, decision of the Chief Executive Officer, Cantonment board Mathura will be final and binding on all parties.

xxiii) Courts at Mathura shall have the sole jurisdiction in respect of all disputes arising out the subject matter.

14. Scrutiny of documents along with Online generated Application: -

The provisionally shortlisted / merit list candidate will be called for verification / scrutiny of documents. The following **original** Documents / Certificates **attested by a Gazetted officer** 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.

- (i) Computer generated Application form duly signed by the candidate.
- (ii) Proof of Date of Birth
- (iii) Two latest colour passport size photographs.
- (iv) Original Certificates of requisite academic qualification with detail marks, etc.
- (v) Address proof
- (vi) Aadhaar Card
- (vii) Experience certificate, if any
- (viii) Proof for certification of reservation, if applicable

The original documents as mentioned above of the shortlisted candidates will be checked & verified at office of the Cantonment Board Mathura 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. **The provisional appointment letter shall be issued to the successful candidate only after scrutiny and verification of documents and if found correct in every respect.** Candidature of candidate may be cancelled at any stage and no correspondence in this regard will be entertained.

15. Rejection:-

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

- (i) Not meeting the laid down mandatory essential qualifications.
- (ii) Furnishing of false, inaccurate or tampered information.
- (iii) Obtaining support for his candidature through unfair means.
- (iv) Impersonation by any person.
- (v) Submitting fabricated / false documents.
- (vi) Making statements which are incorrect or false or suppressing material information.
- (vii) Resorting to any other irregular or improper means in connection with his candidature for the selection.
- (viii) Improper / Incomplete filling of application.
- (ix) More than one application submitted for the same post.

16. Important Instructions: -

- (i) The decision of Chief Executive Officer, Mathura Cantt 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.

(ii) 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.

(iii) After the examination, details regarding marks obtained by each candidate will be placed on the Website <https://mathura.cantt.gov.in/>.

(iv) The applicants are advised to check any update regarding the examination at regular interval on the website <https://mathura.cantt.gov.in/>.

(v) The candidates will have to download the admit cards from website <https://mathura.cantt.gov.in/>. **No hard copy of admit card will be sent to the applicants by post or by email.**

(vi) Physically handicapped candidates, if wants to bring writer / Scribe, have to take prior permission of the Chief Executive Officer, Cantonment Board Mathura at least 03 days before the date of examination.

(vii) The candidates will take all precautionary measures as per guidelines issued from time to time by appropriate Govt. in view of the COVID-19 outbreak such as social distancing wearing of mask and using sanitizer while attending the examination premises.

(viii) After examination is over, the candidates should hand over the OMR Answer sheet and question papers to the invigilators before leaving the examination hall.

(ix) Any doubts / clarifications regarding the recruitment process can be clarified from the office of the Cantonment Board Mathura on any working day between working hours 10 A.M to 5 P.M. (Telephone No. 0565-2470178) or through email ceomathura@gmail.com.

(x) Any corrigendum/change regarding the examination will only be notified through the website <https://mathura.cantt.gov.in/>. and no other medium of giving information to candidates will be incorporated.

(xi) The exact date of the written Test / Skill Test will be updated through the website <https://mathura.cantt.gov.in/>. The candidates are advised to check the website regularly.

17. General Instructions for Candidates:-

(i) 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 such an eventuality.

(ii) The Appointing authority reserves the right to cancel any center of exam and ask the candidates of that center to appear at another center. No request for change in date, time and center of exam will be accepted under any circumstances.

(iii) 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 proceeding can also be initiated against the candidates.

(iv) The specific instructions / guidelines to candidates regarding written examination shall be mentioned in the admit card and also in the website of Cantonment Board Mathura in due course of time. The candidates are advised to regularly check for any update regarding the same on the website <https://mathura.cantt.gov.in/>


(v) All the candidates appearing for written examination shall be frisked / checked by Male or Female authorized staff / Police, as the case may be, before entering the examination hall so as to ensure fairness & transparency. The candidates refusing for security check will not be permitted to enter in the examination hall.

(vi) Candidates are required to visit website <https://mathura.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.

(vii) 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.

Place: Mathura

Dated: January, 2023


(Vidyadhar Pawar, IDES)
Chief Executive Officer,
Cantt Board Mathura

Certificate regarding Physical Limitation in an examinee to write

This is to certify that I have examined Mr / Ms / Mrs
(name of the candidate with disability), a person
 with (nature and percentage of disability
 as mentioned in the certificate of disability), S/o / W/o / D/o
, a resident of.....
(Village / District / State) and to state that he/she
 has physical limitation which hampers his/her writing capabilities owing to his/her
 disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of
 Government health care institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place :

Date :

Note-1 : Certificate should be given by a specialist of the relevant stream / disability (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR)

Note-2 : Eligible candidate shall produce this certificate at the time of examination, failing which the permission granted by this office will stand canceled and & Scribe will not be allowed.

Letter of Undertaking for Using Scribe

I, a candidate with(name of disability) appearing for the(name of the examination) bearing Roll No. at (name of the centre) in the District,(name of the state). My qualification is

I do hereby state that (name of the scribe) will provide the service of Scribe / Reader / Lab Assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Signature of the candidate with disability

Place:

Date:

Recent colour passport size photograph of Scribe	Scribe	Candidate
	Name:	Name:
	Signature :	Signature :
	Address:	Address:
	Contact No.:	Contact No.:

Signature of the Invigilator

Note : Eligible candidate shall produce this undertaking at the time of examination, failing which the permission granted by this office will stand canceled and Scribe will not be allowed.