

APPOINTMENT TO THE POST OF JUNIOR CLERK IN CANTONMENT
BOARD, NAINITAL

CANTONMENT BOARD, NAINITAL
MINISTRY OF DEFENCE, GOVT. OF INDIA

No. 4/1/JC/NTL/C

February, 2016

Application in the prescribed format are invited from eligible candidates for filling up of the following post. The envelope should be superscribed as "Application for the posts of Junior Clerk".

The details of the post are as under:-

S. N.	Name of Post	Pay Scale	Education/ Technical Qualification	No. of the post	Reservation Status
1	Junior Clerk	5200-20200 GP 1900	i) Minimum qualification : Intermediate ii) Desirable qualification : Computer Knowledge and experience	01	UR

Abbreviation - **UR** – Unreserved, **OBC** – Other Backward class,
SC - Schedule Caste, **ST** – Schedule Tribe

2. The Cantonment Board, Nainital is an autonomous / statutory local body under the Ministry of Defence, Government of India and employees of the Board are governed by CFSR, 1937 and are not transferable.

3. **Age** : 18 to 25 years as on 29.02.2016. Relaxation in age as per rule (SC/ST– 5 years, OBC – 3 years & PH – 10 years) : Only valid proof of age i.e. Birth Certificate issued by a Competent Authority or school leaving certificate of SSLC (10th) will be accepted. Affidavit regarding age from Court will not be accepted.

4. The candidate shall be held responsible for correctness of all information given by him/her and in case any information / documents are found to be incorrect at later stage, action shall be taken against the candidate, as deemed fit.

5. No request for change of any entries or part originally indicated in the application form shall be entertained.


6. True copies (duly self attested) of proof age, caste, educational qualifications etc. relating to the post advertised and applied for, should be attached with the application.
7. Two recent self attested passport size photographs (one should be affixed on the application form and one pinned/enclosed with it) should be enclosed with the application.
8. Two self-addressed stamped envelopes of size 25 cms x 11 cms with name and postal address neatly written should be attached with the application form.
9. The selection for the post of Junior Clerk will be based on written test only. The date of written test will be informed separately only to the candidates found eligible. Written test will be comprise questions pertaining to aptitude and computer knowledge.
10. Applications completed in all respects and signed by the candidate along with all enclosures should be sent by post as to reach the following address, within 15 days from the date of publication of the notice in the Employment News Paper : **The Chief Executive Officer, Cantonment Board, Nainital – 263002.**
11. Applications received after the due date of receipt will not be considered under any circumstances. Incomplete applications or applications received without any of the enclosures shall be rejected.
12. The office will not be responsible for any transaction delay / non receipt of application form, test letters, with/by postal department.
13. No conveyance or any other allowance will be paid for appearing for the written test.
14. Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel or through his/her employer.
15. The above posts is on permanent basis and probation period will be as per rules.
16. The candidate has to pay fixed fee of Rs. 100/- through DD, issued by any Nationalised Bank or postal order drawn in favour of the Chief Executive Officer, Cantonment Board, Nainital payable at Nainital, which should be enclosed with the application form. The candidates belonging to SC/ST/Physically handicapped are exempted from payment of fee.

17. The Chief Executive Officer, Cantonment Board, Nainital is authorized to accept or reject any / all applications at any time without assigning any reasons thereof.

18. Any other information in this regard may be obtained from the Office of the Cantonment Board, Nainital, on any working days during office hours.

19. Age relaxation will be admissible to the Departmental Candidates of the Cantt. Board, Nainital as per rules.

20. The application should be submitted in the following format (the application format can be download from www.cbnainital.org.in).


Chief Executive Officer,
Cantonment Board, Nainital
(M. Venkat Narsimha Reddy)

16. Are you son/spouse of serving a Nainital Cantt Board Personnel/Member? Yes No

17. Permanent address (with pincode)

18. Present Address for Communication (with pincode)

19. Contact Mobile/Landline No. _____

20. Are you exempted for fee payment? Yes No

If yes which category you are exempted for fee payment _____

21. If No to column 20 please specify the fee details

22. Postal Order Date _____ Postal Order No. _____

(OR)

23. Demad Draft No. and Date _____ Bank Branch Name _____

Signature of the Candidate

DECLARATION

I the undersigned hereby declare that the above information is true to the best of my knowledge and belief. I understand that in case the information is found to be false or incorrect my candidature is liable to be cancelled part from any departmental or legal proceedings that may be initiated against me. I also hereby declare that I have read the advertisement and fulfill all the eligibility conditions listed out therein.

Place :

Date :

Signature of the Applicant.