



कार्यालय मुख्य अधिशासी अधिकारी
Office of the Chief Executive Officer
बादामीबाग छावनी परिषद



Badamibagh Cantonment Board

श्रीनगर (जम्मू व कश्मीर)-१९०००४/ Srinagar (Jammu & Kashmir) – 190004

दूरभाष/Tele: 0194-2466575/ ईमेल/ Email : ceobada-stats@nic.in वेबसाइट/website: <https://badamibagh.cantt.gov.in>

No. 1/37/3771/CB/BB/1077

Dated: 09th Dec 2021

EMPLOYMENT NOTICE

Applications are invited from eligible Indian Citizen/Candidates for the under mentioned post in Badamibagh Cantonment Board for Direct Recruitment of under mentioned categories of posts through offline mode. The application will be received only through **Speed/Registered Post only upto 05.02.2022 till 1700 hrs, thereafter no application will be accepted.** The candidates are strictly advised to submit his/her application along with requisite documents well in advance to avoid delay. The details of vacancy along with pay scale and category reservation is given below:-

S No	Post	Pay Scale	No. and Categories of Vacancy	Educational Qualification
01	Junior Assistant	7 th CPC Level-2 19900-63200	02-UR 01-ST 01-OBC Total-04	1. Graduate from recognized University having minimum speed of 35 words per minute in English typing. 2. Six Month Computer Course from any recognised institute
02	Junior Assistant cum Hindi Typist	7 th CPC Level-2 19900-63200	01-UR	1. Graduate from recognized University and having Hindi as one of the subject in 12 th or in Graduation and having minimum speed of 25 words per minute in Hindi typing. 2. Six Month Computer Course from any recognised institute

Critical Dates:-

1. Commencing date of submission of application: **21.12.2021.**
2. Last date of receipt of application: **05.02.2022.**
3. Information regarding admit card/ Date of Written and skill test etc will be intimated on portal <https://www.badamibagh.cantt.gov.in>

Age Limit:

Age limit for the post is 21-30 years (age as on 05.02.2022)

Note: Age relaxation for various categories will be as under:-

Categories	Year of relaxation
OBC	03 years (Only against reserve post of same category vacancy)
SC/ST	05 years (Only against reserve post of same category vacancy)
PH	10 Years
PH+OBC	13 Years
PH+SC/ST	15 Years
Ex-Servicemen (UR/General)	03 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Ex-Servicemen (OBC)	06 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Ex-Servicemen (SC/ST)	08 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Departmental Candidates (General/UR) who have rendered at least 03 years of continuous service as on closing date for receipt of application.	Upto 40 Years
Departmental Candidates (OBC) who have rendered at least 03 years of continuous service as on closing date for receipt of application.	Upto 43 Years
Departmental Candidates (SC/ST) who have rendered at least 03 years of continuous service as on closing date for receipt of application.	Upto 45 Years

The date of birth, accepted by the Badamibagh Cantonment Board is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary examination certificate or an equivalent examination certificate. The certificate in support of the date of birth is required to be submitted by a candidate only at the time of Written Examination.

No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted.

Candidate should note that only the date of birth as recorded in the Matriculation or Secondary School Leaving Certificate or in an equivalent certificate as mentioned above and issued prior to the date of submission of application will be accepted by the Badamibagh Cantonment Board and no subsequent request for its change will be considered or granted.

Candidates should also note that once a date of birth has been submitted by them in the application form and entered in the records of the BBC for the purpose of admission to an Examination, no change will be allowed subsequently or at any other Examination of the BBC on any grounds whatsoever

Reservation benefits:

1. Reservation benefit will be available category candidates in accordance with the instructions/orders/circulars issued from time to time by the Govt.
2. Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession of relevant certificate issued to them by the competent/notified authority (in prescribed format) on or before the closing date of application; otherwise their claim for OBC/ Persons with Benchmark Disabilities (PwBD) /ex-servicemen shall be rejected.

(Note: - This will be regulated as per DOPT Guidelines.)

Detailed Advertisement: -

Detailed Advertisement and other information/updates /corrigendum will be available on our website <https://www.badamibagh.cantt.gov.in>

Application Fee:

Application fee will be Rs. 300/- for all applying candidates not belonging to SC/ST category for each post. The fees to be paid through online payment mode using SBI e-Collect. The link to payment of fee is available at our website i.e. <https://badamibagh.cantt.gov.in>.

While paying application fee please **select payment category “other”**

Application fee once paid shall not be refunded under any circumstances and will not be used for any future recruitment process.

How to Apply

The application form duly filled in all respects should be submitted in a closed cover super scribed with words. “**Application for recruitment of Junior Assistant/ Junior Assistant cum Hindi Typist**” and addressed to the

**Chief Executive Officer
Badamibagh Cantonment Board
Batwara Srinagar
Jammu and Kashmir-190004**

The applications may be sent either by Speed post or Registered Post only so as to reach the above address by **05.02.2022**

The applications received after the last date will not be entertained under any circumstances.

Admit Card / Call Letter:

Applications will be scrutinized and only eligible candidates would be shortlisted on our website and the date, time and venue for conduct of Written Test will be intimated accordingly. Further, the admit card will be generated for eligible Candidates, the mode of collection of Admit cards will be intimated through notice. Candidates are required to visit our website regularly to check any information or any amendments or updates regarding said recruitment and time schedule for written test.

Date, Time & Venue of Written Examination: -

To be published on website <https://badamibagh.cantt.gov.in> , at the time of written test, the Candidates must bring Identity proof and recent passport size photographs with him/her along with original Admit Card, proof of Date of Birth and all education qualification certificates.

Mode of Selection:

Selection will be subject to the performance of candidate in the under mentioned tests:-

Written Test:- There will be written test and skill test for the selection. The Final selection and merit will be based on written test (The written test will be of 80 marks on the subject of Multiple Choice objective type's questions having duration of 90 minutes. The shortlisted candidate must undergo skill test which is passing in nature as per criteria decided by the recruitment authority.

Date, Time & Venue for written test will be intimated on our website portal: <https://badamibagh.cantt.gov.in> in due course of time.

At the time of written test, the candidates must bring proof of Testimonials, Date of Birth and Identity proof and recent passport size photographs with him/her.

Marks obtained in written test will have 100% weightage in preparing the final merit list– Written test will comprise of Multiple Choice objective type questions. Answers to the questions will have to be marked on OMR Answer sheet.

Penalty for Wrong Answers:

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.

Skill/ Type Test:

The candidates, who will qualify written test as per criteria set by recruitment committee, will have to appear / undergo for the skill/type test mandatorily.

The qualifying criteria/passing mark/qualifying marks in skill test will be set by recruitment committee. Candidates who will obtain the qualifying/passing marks in the skill test will be considered for final ranking of selection as per marks obtained/Secured by them in Written Examination. The skill test will be of qualifying nature and mark secured in skill test will not be considered for final ranking/selection. The marks obtained in written test only considered for final ranking /selection.

Eligibility Criteria

- a. The candidate must be a citizen of India.
- b. The candidate must fulfil the educational qualification, age and other requirements as mentioned in this advertisement.

General Conditions

- a. The services of the appointed candidate/person will be governed under The Cantonment board Employees service rules, 2021 and Cantonments Act 2006 and pension rules as amended from time to time by the Central Govt., which are applicable to employees of Cantt Boards.
- b. The appointment will be provisional for a period of 2 years (i.e. The candidate get appointed as probationer to the post)
- c. No application will be entertained after closing date of application; Administration will not be responsible for any postal failure/delay.
- d. No TA/DA will be paid to the candidates for appearing for the written test.
- 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 candidate older in age get preference.
- g. The appointing authority shall draw a reserve waiting list addition to the number of candidates selected as per the notified vacancies. The reserve 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. Candidates not joining the post after acceptance of appointment of the candidates not being found eligible for appointment after verification of documents/certificates of due to registration of selected candidates within one year of joining the post, the same shall filled up from this reserve waiting list.
- h. The Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility criteria/conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Badamibagh Cantonment Board. The Badamibagh Cantonment Board takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Skill Test.

- i. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
- j. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for written test/Skill Test.
- k. The Cantonment Board reserves the right not to fill up any of the posts advertised without assigning any reason.
- l. 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.
- m. Canvassing in any form will result in cancellation of candidature.
- n. The Cantonment Board shall verify the antecedents or documents submitted at any time, at the 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 terminated forthwith.

Documents required at the time of scrutiny of documents:

After considering the merit list the shortlisted candidates will be called for verification/ scrutiny of documents. The original documents as mentioned below of the shortlisted candidates will be checked & verified at Cantt. Board Office, Badamibagh Cantt 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. Photocopies of following self-attested documents should accompany the application forms:-

- a. Application form duly signed by the candidate.
- b. Proof of payment of application fee (if applicable)
- c. Certificate of date of birth.
- d. Category Certificate (In case of post for specific category).
- e. Two latest coloured passport size Photographs.
- f. Certificates of requisite Academic qualification with details marks Candidates must carry the Originals & photo copies of all the above documents for verification while appearing for scrutiny of documents.

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.

Candidature of candidate may be cancelled at any stage of recruitment, in case violation of necessary instruction /conditions /eligibility.

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

Document required after publication of merit list for final selection

The original documents and all educational qualification certificates of the shortlisted candidates will be checked and verified at Cantt Board Office, Badamibagh Cantt 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.

Rejection.

The following acts/ omission would render a candidate/ application disqualified/ rejected.

- a. Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/Standards/Tests.
- b. Furnishing of false, inaccurate or tempered 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. Resorting to any other irregular or improper means in connection with his candidature for the selection.
- h. Improper/incomplete filling of application form.
- i. More than one application submitted for the same post.
- j. Recommendation of any kind will lead to disqualification for the post

General Instruction for Candidates –

- a. 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 appointment to the post.
- b. 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, Cantonments Act and Govt. Instructions issued from time to time.
- c. 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. organisations.
- d. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- e. 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 reserves the right to cancel or set up a new examination centre and divert the candidates to appear at the examination centre if required.
- f. No correspondence in regard to the appointment will be entertained.
- g. 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.
- h. TA/DA will not be admissible for attending tests as the case may be.

- i. The Candidature of the candidate to the written test is entirely provisional and subject to the outcome of any direct/decision/order/pronouncement of court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- j. The appointing authority reserves the right to cancel or modify the advertisement or part of it any stage. The number of vacancies is provisional and subject to change (increase or decrease)
- k. 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.
- l. All the applicants are required to be present well in advance time on the dates and venue before the commencement of written test. Any delay in presence will be marked as absent.
- m. 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.
- n. 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.
- o. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.
- p. 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.
- q. The candidate will sign on the admit Card at the prescribed space in the presence of invigilators & thereafter the invigilator will also sign on the Admit Card at the prescribed space. The candidate is also 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.
- r. The OMR Answer 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
- s. After the examination is over, the candidate should hand over the OMR Answer sheet with question paper to the invigilator before leaving the room. Any candidate who does not return the OMR Answer sheet and question paper or if he/she is found attempting to take the OMR Sheet and question paper outside the examination hall. For any inappropriate behaviour the appointing authority will take further action against him/her as per rules.
- t. Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping any security of these items would be available at the centres.
- u. Mobile phones banned: The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations
- v. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured. Candidates are advised not to bring any

valuable/costly items to the venue of the examination, as safe-keeping of the same cannot be assured.

- w. Badamibagh Cantonment Board will not be responsible for any loss in this regard
- x. Candidates are required to visit our website <https://badamibagh.cantt.gov.in> regularly to check the latest updates, corrigendum, downloading of admit card, time & date schedule for written test and other information regarding recruitment process.
- y. The candidate should fill separate form for each post as per advertisement in case of candidate willing to apply for more than one post.
- z. The candidate should wait for 7 working days regarding update on status of payment further candidate should preserve payment slip or electronic proof of payment for future correspondence.

Scheme and syllabus for Written Examination.

Syllabus for Written test (Objective Type)

Marks: 80 Time: 90 Minutes

Unit I General English

20 Marks

- i. Comprehension
- ii. Editing / Proof Reading.
- iii. Rearranging of jumbled sentences
- iv. Narration
- v. Modals
- vi. Articles
- vii. Paragraph writing with blanks to be filled in with the following
 - a. Phrases
 - b. Pronouns
 - c. Homonyms/Homophones etc.
- viii. Clauses
- ix. Punctuation
- x. Synonyms and antonyms
- xi. Idioms and phrases.
- xii. Uses of Prepositions
- xiii. Active & Passive Voice

Unit II General Awareness

20 Mark

- i. Current Events of National and International importance
- ii. Political & Physical divisions of India
- iii. Indian Culture, Heritage and Freedom Struggle/Movement.
- iv. Demography- Census, its feature and functions.
- v. Important Rivers & Lakes in India.
- vi. Weather, Climate, Crops, Means of Transport of India.
- vii. History
- viii. Economy
- ix. Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
- x. Heritage & Culture e) Important Tourist Destinations

Unit III Numerical and Reasoning Ability

20 Marks

Basic Arithmetic:

- i. Number System
- ii. Percentage
- iii. Average
- iv. Profit & Loss
- v. Ratio & Proportion
- vi. Time & Work

Reasoning:

- i. Number series
- ii. Letter series
- iii. Coding decoding
- iv. Direction sense
- v. Blood relations
- vi. Mathematical reasoning
- vii. Speed, Distance and Time
- viii. Statements and conclusions.

Unit IV Basic Concepts of Computers

20 Marks

- i. Fundamentals of computer sciences
- ii. Hardware & Software
- iii. Input and output devices
- iv. Operating system
- v. M.S Word, M.S Excel, M.S Access and Powerpoint Presentation
- vi. E-mail & Internet

In case of any guidance/ information/ clarification regarding their application, candidature etc. Candidates can contact on following address:-

**Chief Executive Officer
Office of the Badamibagh Cantonment Board
Srinagar, Batwara Near Post Office-190004
Email: cbbadamibagh@gmail.com
Phone: 0194-2466575**

**Sd/-
(Johns Vikas)
Chief Executive Officer
Badamibagh Cantonment Board, Srinagar**



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APPLICATION FORM

Post applied for:

Jr Assistant

Jr Asstt-cum-Hindi Typist

Affix and
attest
Photo here

Name : _____

Parentage : _____

Gender : _____ Nationality: _____ Religion _____

Date of Birth (DD/MM/YYYY): _____ (attach Proof)

Age as on 05.02.2022: _____ Year _____ Month _____ Days

Permanent Address: _____

Address for correspondence: _____

Mobile No: _____ Email: _____

Whether belong to any category, specify _____ (if yes attach certificate)

Education /Professional Qualification from Matriculation

Examination	Year of Passing	Board/University	Subject	Marks/ %age/ Division obtained
10 th				
12 th				

Graduation				
Any other				

Details of previous experience, if any

Name and complete address of two referees:

1.

2.

Any other information

Declaration:

I _____ hereby declare that all statements made in the application form are true/ correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or concealing any facts, my candidature to the selection to the post is liable to be cancelled.

Date :

Signature Name of the candidate

Place :