



खडकी छावनी परिषद



१७, फील्ड मार्शल करिअप्पा मार्ग, खडकी, पुणे - ४११००३

KIRKEE CANTONMENT BOARD

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No. 27/1/Recruitment/Jr.Clerk/P- 80

दिनांक : 22 December, 2022.

Online Applications in the prescribed format are invited from eligible candidates for direct recruitment to the post of “Jr. Clerk”. For filling up online application form, candidates should visit Kirkee Cantonment Board’s official website, <https://kirkee.cantt.gov.in>, by clicking “INFORMATION” tab available on homepage.

1. Description of Post :-

S. No	Name of Post	Pay Scale	Total No of Post	No. of vacancies					Educational Qualification (Essential)
				U R	S C	S T	O B C	E W S	
1.	Jr.Clerk	S-6 (19900 – 63200)	07	4	-	1	1	1	Graduation in any stream and possess the Government Commercial Certificate or Computer Typing Certificate with a speed of not less than 40 words per minute in English Typewriting or 30 wpm in Hindi Typewriting.

2. Age relaxations for various categories will be as under:-

(Age limit will be reckoned as on 07/02/2023, i.e. last date for submission of application)

Category of Applicants	Minimum Age	Maximum Age
STs (For reserved posts only)	21 Years	35 Years
OBC (For reserved posts only)	21 Years	33 Years
EWS / GEN	21 Years	30 Years
Departmental Candidates (Kirkee Cantonmentemployees only)	Upto the age of 40 years in the case of UR candidates , 43 years in the case of OBC and 45years in the case of ST	

Ex-Serviceman (UR)	03 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Ex-Serviceman (OBC)	06 Years after deduction of the military service rendered from the actual as on the closing datefor receipt of application
Ex-Serviceman (ST)	08 Years after deduction of the military service rendered from the actual as on the closing datefor receipt of application

Reservation benefits :

- i. Reservation benefit will be available for category candidates in accordance with the instructions/ orders/ circulars issued time to time by the Govt.
- ii. Candidates who wish to be considered against the reserved vacancies and/or seek age relaxation, must be in position of relevant certificates issued to them by the competent/notified authorities (in prescribed format) otherwise their claim for ST/OBC/Persons with Benchmarked Disabilities(PwBD)/Ex-serviceman/EWS shall be rejected. (Note: This will be regulated as per Govt. guidelines)

3. Application Fee:

Sr.No.	Particulars	Application Fees (Rs.)
1.	For UR & OBC category	Rs.600/-*
2.	For SC/ST/EWS Category, Ex-Serviceman, women candidates, PH candidates, transgender and departmental candidates	Rs.300/-*

* - Application fees exclusive of Payment Gateway Charges/taxes(if any).

Application fees to be paid through online mode provided on the portal/website through payment gateway available for this purpose. Application fee(s) once paid shall not be refunded / adjusted under any circumstances and will not be used for any future recruitment process.

4. Scanned copies of the following document/certificates to be attached along with Application duly self-attested:-

- a) Certificate/Mark sheet of the essential educational qualification. Authentic Valid type writing certificate for minimum 40 w.p.m. in English/30 wpm in Hindi.
- b) School Leaving Certificate/any other valid Birth proof for age verification.
- c) Latest passport size colour photograph and signature of candidate
- d) In Case of Ex-serviceman:- Discharge Certificate from service, service copy of Pension PPO and copy of Ex-serviceman Identity Card.
- e) Photo copy of Caste Certificate, duly attested by self for reserved posts.
- f) Latest Non-Creamy Layer Certificate(for OBC candidates).
- g) Latest Income & Asset Certificate for candidate of Economically Weaker Section (EWS).
- h) Cast certificate in prescribed format as per Central Govt.

Note: Size of passport size photograph and signature must be less than 200 KBs in JPEG format and for any other document the size must be upto 1MB.

5. **Admit Card/Summon Letter:-**Online Applications will be scrutinized and admit card issued only for eligible candidates, link will be provided after scrutiny for downloading the admit cards. Link of Admit Card will be available only for particular time period and will be available till the date of Written Examination from the date of opening of the downloading start date or as decide by the authority. Hence **candidates are requested to visit website regularly for knowing any update** in this regard.

6. **Date, Time & Venue for conduct of Written Examination/Skill Test:** - will be published on website and will also be available in Admit Card

7. (a). **Mode of Selection:**

S.No.	Name of the Post	Mode of Selection
i)	Jr. Clerk	Final selection and merit will be based on written test only (The written test will be of 120 marks on the subject of Objective Type Questions having duration of 120 minutes). Answers to the questions will have to be marked on OMR Answer sheet. The questions for written test will be set in bilingual, i.e Hindi & English. There will be Skill Test for the Post. Date, time & venue will be intimated on website https://kirkee.cantt.gov.in . Candidates are required to visit website regularly to check the time schedule for written test.

(b) 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.

8. Eligibility Criteria:-

- The candidate must be a citizen of India.
- The candidate must fulfill the educational qualification before the last date given for submission of Application form and age and other requirements as mentioned in this advertisement .
- If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference.
- Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession of relevant certificates issued to them by the competent /notified authority (in prescribed format required for

employment under Central Govt); otherwise their claim for reservation shall be rejected.

- e) OBC candidates must be in possession of latest non-creamy layer certificate, along with his/her Caste certificate issued on or before the closing date of application.
- f) The EWS candidates must be in possession of income and asset certificate issued by competent authority as per Govt rule. (DoPT letter No. 36039/1/2019-Estt(Res) dated 31st January 2019)
- g) For PwBD candidates - Certificate of disability from competent authority.

9. Syllabus for written Examination

The question paper shall be of 120 minutes duration of 120 marks consisting of 120 questions of objective type questions:-

S. No.	Name of Post	Subject		No of questions (Each one mark)	Total Marks
1.	Jr. Clerk	a)	General Intelligence and Reasoning	120	120
		b)	General Awareness		
		c)	Numerical Aptitude		
		d)	English Comprehension		
		e)	Computer Knowledge		

The syllabus in detail is given below:

Reasoning :- Number Series, Classification, Venn Diagram, problem on Figure Pattern, Statements and Arguments, Statements and Assumption, Puzzles, Coding and Decoding, Alphabet Series, Paper Folding, Syllogism, Statements and Conclusion, Assertion and Reasoning, Seating Arrangements, Word building, Blood relation.

Quantitative Aptitude :- Simplification, Number Series, Percentage, Ratio and Proportion, Time, Speed and Distance, Average, Geometry and Mensuration, Permutation and Combination, Bar Graph, Trigonometry Number System, Square Root, Surd and Indices, Profit and Loss, Simple and Compound Interest, Boat and Stream, Probability, Pie Chart, Line Graph, Linear Equation, Mixture and Allegation, Discount.

English Comprehension :- Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive voice of verbs Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage, Part of Speech, Tenses, Article, Subject-Verb Agreement.

General Awareness/Computer Knowledge :- The knowledge to work on Computer viz. in word, Excel Powerpoint, accounts software like Tally (for Actual Based Accounting System) and any other web based application. Internet and its use.

10. General Information:-

- a. The services of the appointed candidate/person will be governed under Cantonment Fund Servants Rules, 1937 / Cantonment Board Employees Service Rules 2021, Cantonments Act., 2006, CCS (Conduct) Rules and New Pension Scheme as amended from time to time by the Central Govt. as are applicable to employees of Cantonment Boards and rules as made applicable by Government and Cantonment Board from time to time.
- b. The post is provisional for a period of 2 years (i.e. on probation) & thereafter permanent, if considered suitable by Appointing Authority as per rules.
- c. The number of vacancies advertised is only approximate and is liable for modification including reduction or increase with reference to vacancy position at any time before finalization of selection. The same will only be notified on office website of Kirkee Cantonment Board.
- d. No TA/DA will be paid to the candidates for appearing for the Examination/Skill test.
- e. Appointed candidate will be employee of the Cantonment Board, Kirkee and not of Central Govt.
- f. 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.
- g. If there are two or more candidates in the same category having equal marks in the examination/ skill test, the person who is older in age get preference.
- h. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- i. The appointing authority shall draw a reserve panel/waiting list addition to the number of candidates selected as per the notified vacancy. The reserve panel/waiting list shall be valid for a period of one year from the date of appointment of selected candidate(s) and the vacancies arising due to non-acceptance of the offer to 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/death of selected candidates within one year of joining the post, the same shall be filled up from this reserve panel/waiting list. Being on such panel does not bestow any right for the appointment.
- j. The candidate should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Competent Authority.
- k. The final selection of the candidates who have been selected for the post will be subject to verification of document and if it is found that the candidate (s) does not possess the requisite qualification or does not fulfill the age criteria or due to incomplete documents, their candidature will stand cancelled.
- l. The final selection of the candidate is subject to the medical fitness certificate to be issued by the Medical Officer.
- m. The Candidates applying for the recruitment should ensure that they fulfill all eligibility conditions for admission to recruitment. Their admission to all the stages of the recruitment will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Cantonment Board Kirkee.

- n. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for written test/skill test.
- o. The Cantonment Board reserves the right not to fill up the post advertised without assigning any reason.
- p. 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.
- q. Canvassing in any form may lead to cancellation of candidature.
- r. 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.
- s. Applications sent through e-mail or post will not be entertained, only application sent through online mode will be accepted.
- t. 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 for appointment to the post.
- u. The candidates should have a **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 of any unknown person to avoid any complication.
- v. The applicant should visit website <https://kirkee.cantt.gov.in> frequently to check any update regarding the examinations.
- w. For any doubts / clarifications regarding the online application, candidates are required to contact on the mobile number/email id provided on the online portal.
- x. **Any corrigendum /changes/ clarification regarding the examination will only be notified through the website <https://kirkee.cantt.gov.in> and no other medium of giving information to candidates will be incorporated.**
- y. All the applicants are required to be present well in advance at least 1 hour before commencement of Examination/ Skill test on the date & venue. Any delay in presence will be marked as absent.
- z. The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancy is provisional and subject to change.
- aa. The appointing authority reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reasons(s) and in case of unfair means, cheating or other irregularities/malpractices 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.
- bb. 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

cc. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.

dd. No candidate should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Board for the conduct of the examination. Any such misconduct will be severely viewed and penalised.

ee. Once application is **SUBMITTED**, the same cannot be changed/ modified/ altered, in an case, hence candidates are advised to fill the application carefully with all scan documents, photograph, signature at one stroke. After submitting the online application successfully, take print out of the filled application and keep it for future reference.

11. Documents required from the shortlisted candidates :

After considering the merit list, the shortlisted candidates 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 Admit Card are to be produced at that time. The original documents as mentioned below of the shortlisted candidates will be checked & verified at Cantonment. Board Office, Kirkee Cantt and further, the appointing authority will undertake an exercise of verification of character and antecedents of the Candidates. Photocopies of following self- attested documents should accompany the application forms:-

- a) Copy of Application form duly signed by the candidate.
- b) Admit Card of the Candidate
- c) Certificate of date of birth/Matriculation Certificate
- d) Caste Certificate, Non-creamy layer (for OBC category) .
- e) Two latest coloured passport size Photographs.
- f) All the requisite Academic qualification with details of marks.
- g) For EWS candidates : Income & Assets Certificate
- h) For PwBD candidates: Certificate of disability from competent authority.

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

12. 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 tampered 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. Applications which are incomplete

in any respect, not accompanied by requisite photographs, signature or not properly filled are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department.

- i) Recommendation of any kind will lead to disqualification for the post.
- j) More than one application submitted for the same post.

13. IMPORTANT INSTRUCTIONS:

- i. The decision of the CEO, Kirkee Cantonment Board 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. After the examination, details regarding marks obtained by each candidate will be placed on the website of the Kirkee Cantonment Board.
- iii. The Admit Cards of the eligible candidates only will be available for downloading from the portal/website.
- iv. Any corrigendum/change regarding the examination will only be notified through the website of Kirkee Cantonment Board and no other medium of giving information to candidates will be incorporated.
- v. The exact date of the Written Test will also be updated on the website and SMS notification will be sent on registered mobile number for downloading admit card. The provision for downloading the admit card(s) will be available on the portal till the date of written exam.
- vi. Non-receipt of SMS/email will not be a ground for extension/modification/cancellation of any date, candidates are requested to visit regularly the official website of Kirkee Cantonment Board "<https://kirkee.cantt.gov.in>".

14. GENERAL INSTRUCTIONS FOR CANDIDATES :

- i. 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. Organisation.
- ii. 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.
- iii. No representation on any grounds for non-appearance for the written test/skill test by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- iv. The candidates should scrupulously follow the instructions given by the Center-in-charge, Invigilators and all examination functionaries at every stage of exam. If a candidate violates the instructions, his/her candidature will be cancelled.

15. **HOW TO APPLY?**

By clicking on the "ONLINE APPLICATION FOR JR. CLERK RECRUITMENT", where online application link is provided and the candidate will be re-directed to external website www.parikshaworld.com, where candidate have to press on "APPLY" button.

Check Contact details provided under "CONTACT US" for online Form Application related queries given on the online application portal.

- For Technical Queries kindly contact on :
 - Email ID: parikshaworld.help@gmail.com
 - Contact No.: 9028947883
- For Non-Technical Queries kindly contact on:
 - Email ID- (ceokirkee@gmail.com)
 - Office Contact No:- 020-25819120/ 25820123

Robin Badiya
CHIEF EXECUTIVE OFFICER
KIRKEE CANTONMENT BOARD

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