



Office of Cantonment Board, Subathu/कार्यालय छावनी परिषद् सुबाथू
Ministry of Defence, Govt. of India/रक्षा मंत्रालय, भारत सरकार
Bungalow No. 45A Hazeldine, Subathu/बंगला सं-45, हेज़लडीन सुबाथू
Tehsil & Distt. Solan (H.P)/ तहसील व जिला सोलन (हि०प्र०)
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Office Website : <https://Subathu.cantt.gov.in>



No.CBS/142/3/NT/-549

12 Dec, 2022.

EMPLOYMENT NOTICE

1. Applications are invited from eligible Indian Citizen / Candidates for the under mentioned post in Cantonment Board, Subathu Cantt in the pay scales as given below :-

Sr. No.	Post	No. of vacancies	Pay Scale (As per State Govt. of Himachal Pradesh)	Age limit (as on 20.01.2023)
1.	Hindi Clerk	01(UR)	Pay Scale – Level-3, 20200-64000 as per HPCS(RP) Rules, 2022	21-30
2.	Pharmacist	01(UR)	Pay Scale – Level-8, 29700-94100 as per HPCS(RP) Rules, 2022	21-30
3.	Meter Reader cum Pipe Fitter	01(UR)	Pay Scale – Level-3, 20200-64000 as per HPCS(RP) Rules, 2022	21-30
4.	Peon	01(UR)	Pay Scale – Level-1, 18000-56900 as per HPCS(RP) Rules, 2022	21-30
5.	Nurse Dai	01 (UR)	Pay Scale – Level-1, 18000-56900 as per HPCS(RP) Rules, 2022	21-30
6.	Mali	01 (PH) *HH, OL, LV (UR)	Pay Scale – Level-1, 18000-56900 as per HPCS(RP) Rules, 2022	21-30
Qualification		<p><u>Hindi Clerk</u> i). Bachelor's Degree and its equivalent from a recognized University. ii). Should possess a minimum speed of 30 words per minute in English typing and 25 words per minute in Hindi Typing. iii). Should have the knowledge of word processing in computer applications as prescribed by the recruiting authority.</p> <p><u>Pharmacist</u> i) Should be 10+2 in Science or its equivalent from a recognized University/Board. ii) Bachelor's Degree/Diploma in Pharmacy or its equivalent from a recognized University or an Institution duly recognized by the Central/State Government. iii) Must be registered with the Pharmacy Council of the concerned State/Central Government.</p> <p><u>Meter Reader cum Pipe Fitter</u> i) Should have passed Matriculation or its equivalent from recognized Board/University: and ii) Should possess a certificate of ITI in the trade of Fitter.</p> <p><u>Peon</u> Should have passed Middle or Matriculation from any recognized Board/Institution.</p> <p><u>Nurse Dai</u> i) Middle pass from a recognized Board/Institution. ii) Should be a trained Dai with at least six months course from the institution authorized by the Director of Health Services to impart such Training.</p>		

	iii) Should be registered with the Registrar of any recognized Nursing Council.
	<u>Mali</u> i) Should have passed Middle from any recognized Board/Institution. ii) Practical experience of working as a Gardner at least six months in any Govt./Semi Govt. Institution/PSU/Autonomous Body.

2. **Age Limit**– Age limit for the post is 21-30 years (**age as on 20.01.2023**) and age relaxation for Ex-servicemen 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 the 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 as on last date of receipt of application will be considered.**

3. **Application Fee:** Application fee will be Rs.500/-(non refundable) for candidates belonging to UR & OBC category and Rs. 300/- for candidates belonging to SC & ST category to be paid through online payment mode via self generation of challan on E-Chhawani portal (<https://echhawani.gov.in/citizen/user/login>) payable to CEO, Cantt. Board Subathu.

MODE OF APPLICATIONS: The applications shall be submitted only via e-mail on office email career.cbsubathu@gmail.com. Neatly filled application form on prescribed format clearly scanned, after affixing latest photograph and sign of the candidate shall be sent via email along with all documents of qualification and payment receipt, in PDF/JPEG format only.

Any application form received from any other source shall not be entertained and will be summarily rejected.

Commencing date for Submission of Online	12.12.2022
Last date of receipt of online application	20.01.2023
Admit Card	Hall tickets/ Call letters will only be communicated through email IDs of candidates from which application has been received.

Note–Detailed instructions regarding the application can be downloaded from our website <https://Subathu.cantt.gov.in>. Applications which are incomplete in any respect, not clearly readable, 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 by the Department.**

3. **Admit-Card / Call letter for Written Test:** -Applications will be scrutinized and only eligible candidates would be intimated only through e-mail (from which applications have been received) about the date, time and venue for conduct of Written Test/Skill Test. The Candidates are required to visit our website <https://Subathu.cantt.gov.in> and their emails regularly to check any information or any amendments or updates regarding said recruitment and time schedule for written test.

4. **Mode of Selection:** Selection will be subject to the performance of candidate in the under mentioned tests:-

(b) Final selection and merit will be based on written test and skill test. The written test will be of 85 marks on the subject of Multiple Choice objective types questions having duration of one and half Hours and Skill test will be of 15 marks. Date, Time & Venue for Written test & skill test will be intimated through email.

(c) **It will be mandatory to qualify Typing test for the post of Clerk, it will be of**

qualifying nature and will not have any weightage in merit. Date, Time & Venue for Typing test will be intimated through email.

- (d) At the time of Written Test & skill test the candidates must bring proof of Date of Birth, Identity proof and recent passport size photographs with him/her along with Admit Card.
- (e) Marks obtained in written test & skill test will have 100% weightage in preparing the final merit list. Written test will comprise of Multiple Choice Objective type questions and will be in Hindi/ English. Answers to the questions will have to be marked on OMR Answer sheet.
- (f) **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.

5. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (ii) The candidate must fulfill the educational qualification, age, experience etc. as stipulated in this advertisement.
- (iii) 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.
- (iv) The appointing 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 candidates within one year of joining the post, shall be filled up from this reserve panel/waiting list.
- (v) Candidates shall not submit more than one application for one post.

6. GENERAL CONDITIONS:-

- (a) *The services of the appointed candidate / person will be governed under Cantt Fund Servant Rules, 2021, Cantonments Act, 2006 and pension rules as amended from time to time by the Central Govt. are applicable to employees of Cantt Boards.*
- (b) The post (except peon, nurse dai and mali) is provisional for a period of **2 years (i.e. on probation)** & thereafter permanent subject to satisfactory service. For Peon, Nurse Dai and Mali is provisional for a period of **6 Months (i.e. on probation)** & thereafter permanent subject to satisfactory service
- (c) **The applicant can apply through specified Email only.** No application will be entertained after **closing date.** Administration will not be responsible for any technical failure.
- (d) No TA / DA will be paid to the candidates to appear for the written test/skill test or typing 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.

7. Documents required at the time of Scrutiny of documents along with Applications:

After considering the merit list, the shortlisted candidates will be called for verification /scrutiny of documents. The original Documents/certificates and one set of self-attested copies thereof along with hard copy of print out of application form are to be produced at that time.

The original Documents of the shortlisted candidates, will be checked & verified at Cantt Board Office, Subathu 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.

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 shall be cancelled at any stage of recruitment in case violation of necessary instruction/conditions/eligibility.

The vacancy advertised are provisional and liable to vary. 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.

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

- (a) Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/ Standards/Test.
- (b)Furnishing of false, inaccurate or tampered information.
- (c)Obtaining support for his 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 be a disqualification for the post.
- (i) Any type of Misconduct and Misbehavior by the candidate shall lead to disqualification.

9. Selection will also be subject to the following conditions:-

- (a) Medical Fitness Test.
- (b) Verification of Character and Antecedents.
- (c) Verification of Ex-Serviceman Certificate/Discharge Book.
- (d) Verification of Educational qualification certificate & Experience Certificate.
- (e) Verification of all Certificates/documents from issuing authority.

10. HOW TO APPLY FOR THE POST

- (1)
 - (a) Before applying, the Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.
 - (b) Candidates will be required to complete the Application Forms which can be downloaded from our website subathu.cantt.gov.in
 - (c) The correctly filled form shall be printed and signed by the candidate after affixing his/her latest photograph.
 - (d) Filled application form shall be clearly scanned in PDF/JPEG format and sent via e-mail to career.cbsubathu@gmail.com on or before closing date i.e. 20.01.2023 along with documents of Qualification and payment receipt.
 - (e) For generating payment receipt applicant can register/login themselves at E-Chhawani portal at echhawani.gov.in/citizen/ and then creating challan by using option of **Challan System > New Challan** after selecting Cantonment as **Subathu**, applicant after filling all relevant details and selecting **Service Category as Other Fee and Fines and Service Type as Application Fee (Building construction/Layout Sanction)** can make payment of requisite fee through any available payment mode.
 - (f) Copy of Payment receipt generated shall be sent along with the application.
Candidates are required to have a valid e-mail identification and active mobile number and all the communication regarding recruitment will be made by this office through e-mail/ mobile only.
- (2) The Vacancies advertised are provisional and likely to be permanent. Decision of the Competent Authority would be final with regards to all matters connected with the Recruitment including cancellation of recruitment process at any stage and no Correspondence in this regard will be entertained.
- (3) After submitting the Online Application, the candidates are required to preserve the Print out of the finally submitted Online Application for the post Applied for.
- (4) The Candidates are advised to submit the Online Application well in advance without waiting for closing date.
- (5) Neither the Print out nor any document should be sent to this office through offline mode while Applying for the concerned post.
- (6) Applicants should avoid submitting multiple applications for one post.
- (7) No application will be entertained after closing date.

12. IMPORTANT INSTRUCTIONS

- i) The decision of CEO/Cantonment Board, Subathu in all matters relating to acceptance or rejection of an application, eligibility / suitability of a candidate shall be final and binding for all the candidates.
- ii) 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 other person to avoid any complication.**
- iii) After the examination, details regarding marks obtained by each candidate will be shown

on the website of the Cantonment Board, Subathu.

iv) Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board, Subathu on any working day between working hours.

vii) The candidates are advised to visit the website/check their e-mails regularly for updates.

viii) Any corrigendum / changes regarding the examination will only be notified through the website subathu.cantt.gov.in and no other medium of giving information to candidates will be incorporated.

13. GENERAL INSTRUCTIONS FOR CANDIDATES

(i) The Appointing authority makes provisional selection of the candidates on the basis of information provided in the application and documents/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 candidates confers on him/her no right of appointment unless the Appointing Authority is satisfied after such inquiry as shall be considered necessary that the candidate is suitable in all respect for appointment to the post.

(ii) The services of the selected candidates on appointment will be governed by the provisions of Cantt Fund Servant Rules 2021 as amended from time to time, Cantonments Act 2006 and Govt. Instructions issued from time to time.

(iii) 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. Organizations.

(iv) 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.

(v) The appointing authority / Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.

(vi) 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/malpractice 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.

(vii) 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.

(viii) TA/DA will not be admissible for attending tests in any manner.

(ix) 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.

(x) The candidature of the candidate to the written test is entirely provisional and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.

(xi) The OMR/Answer Sheet, must be handed over to the invigilator after completion of Examination as mentioned therein.

(xii) 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.

(xiii) 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.

(xiv) 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.

(xv) After the examination is over, the candidate should hand over the OMR Answer Sheet to the Invigilator before leaving the room. Any candidate who does not return the OMR Answer Sheet or is found attempting to take the OMR Sheet outside the examination hall or pass on the OMR Answer Sheet to someone else inside the examination hall will be disqualified and the appointing authority may take further appropriate action against him/her as per rules.

(xvii) The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease).

(xviii) Use of calculator, Laptop, Palmtop, other Digital/electronic instrumental/Mobile/Cell Phone, Paper etc are not allowed. In case of any candidate caught/found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceedings can also be initiated against the candidates.


(xix) 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 examination centers.

(xx) All disputes are subject to the jurisdiction of District Courts, Solan in HP only.

(xx) **SYLLABUS FOR WRITTEN EXAMINATION:**

POST	SYLLABUS
Hindi Clerk	<ul style="list-style-type: none">• Current events of national and international importance.• General Science.• Comprehension• Logical reasoning and analytical/mathematical ability• General mental ability• Basic knowledge of computer
Pharmacist	<ul style="list-style-type: none">• Questions related to Pharmacy• Current events of national and international importance.• General Science.• Comprehension• Logical reasoning and analytical/mathematical ability• General mental ability• Basic knowledge of computer

Meter Reader cum Pipe Fitter	<ul style="list-style-type: none"> • Questions related to Pipe Fitting • Current events of national and international importance. • General Science. • Comprehension • Logical reasoning and analytical/mathematical ability • General mental ability • Basic knowledge of computer
Peon, Nurse Dai and Mali	<ul style="list-style-type: none"> • General knowledge • Basic Mathematics • General mental ability • Questions related to trade/post


 CHIEF EXECUTIVE OFFICER SUBATHU
 (R.P.SINGH)

Copy to:-

1. Computer programmer
Cantonment Board Subathu - You are directed to display the above notice
Along with application format on website of
the Board immediately.
2. Office Supdt.,
Cantonment Board Subathu - You are directed to notify the vacancies to
employment exchange as per prescribed Performa.
3. Office Notice Board.