

CANTONMENT BOARD, JHANSI

Applications are invited from the suitable candidates for following posts in Cantonment Board, Jhansi (U.P.) –

S.No.	Name of Post	Gen	O.B.C.	Total
1.	Junior Assistant	02	01	03

Pay Band - Rs. 5200-20200 + Grade Pay Rs.1900/- plus usual allowances as per State Govt. of UP

Age Limit - 18 to 25 years (As on 1st July 2013)

Relaxation in Upper Age Limit - 3 Years for OBC Category

Essential Qualifications – Intermediate + Typing

Desired Qualifications – Knowledge of Computer (Windows, MS Office, Internet)

Note –

1. Application form duly filled up and signed by the candidate be sent only by registered post to the following address and should reach this office on or before 31th March 2014 upto 1700 hours:-

The Chief Executive Officer
Office of the Cantonment Board
Subhash Marg, Jhansi Cantt. (U.P.)
PIN Code - 284001.

2. Date of Written Test / interview will be informed separately to the eligible candidates.
3. Please note that no TA/DA will be paid for journey at the time of written test / interview or for joining the duty.
4. In case of selection, the applicant will be required to join immediately.
5. Incomplete applications will not be entertained and no correspondence will be made in this regard.
6. Following documents should be attached with the application form –
 - a) Attested copies of all the certificates in support with educational qualification, experience, caste and relaxation in upper age limit etc.
 - b) Three attested passport size coloured photograph (one to be affixed on application form).
 - c) A demand draft of Rs. 200/- in favour of **The Chief Executive Officer, Cantonment Board, Jhansi** payable at Jhansi.
 - d) A self addressed envelope of size 9" x 4" with postal stamp of Rs. 40/-.
7. **For further details and application form please log on to our website www.jcb.org.in.**

Amit Kumar Mishra, IDES
Chief Executive Officer
Cantonment Board, Jhansi

INTRODUCTION

Cantonment Board, Jhansi is an autonomous body runs under the Ministry of Defence, Govt of India to cater civic amenities to the resident of civil area of the Cantonment. The Board requires three Junior Assistant (Junior Clerk) to be posted in its office located at Subhash Marg, Jhansi Cantt. The services of the employees are governed by Cantonment Fund Servant Rules 1937.

DUTIES AND RESPONSIBILITIES

- a. He/she will be responsible for day to day clerical work as well as other important works assign to him / her by the CEO.
- b. The knowledge of MS Office and internet is desirable as most of the work is to be done on computers only.
- c. In addition to clerical work he/she will perform duties as directed by the CEO / Board, if required.
- d. The selected candidate can be posted at any place under the jurisdiction of Jhansi Cantonment Board.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

- (i) Attested copies of certificates for educational qualification
- (ii) Attested copies of certificates for age relaxation
- (iii) Experience Certificate
- (iv) Proof for date of birth
- (v) Three coloured passport size attested photographs (one is affixed on the application form)
- (vi) A self addressed envelope with postal stamp of Rs. 40/-
- (vii) Certificate for Other Backward Classes
- (viii) Demand Draft of Rs. 200/- in favour of Chief Executive Officer, Cantonment Board, Jhansi.

CANTONMENT BOARD, JHANSI

APPLICATION FORM

FOR OFFICE USE ONLY

Received on

Roll No.

Post Applied : **JUNIOR ASSISTANT**

1. Name (in BLOCK letters)

2. Father's/Husband's Name

3. Date of Birth (in Christian era) :

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4. Gender (Please tick appropriate)

Male	Female
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5. Age on 1st July 2013 : years months days

5. Nationality :

6. Address for correspondence :

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7. Category (Please tick appropriate) :

General	OBC
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8. Educational Qualifications (Start from high school) :

Exam	Board / University	Year	Subject	%age of marks

9. Experience (if any) :

From	To	Organisation	Post Held	Responsibilities

Affix your recent
passport size
coloured photograph

10. Typing Speed

Hindi WPM EnglishWPM

(WPM = Words per minute)

11. Details of Demand Draft :

S.No.	Demand Draft No.	Date	Bank Name	Amount

12. Other achievements :

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I do hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any particulars/information given above being found false or incorrect, my candidature/selection in Cantonment Board, Jhansi is liable to be rejected. In the event of any mis-statement or discrepancy in the particulars being detected after my appointment, my services are liable to be terminated forthwith without any notice to me.

Date :

Place :

Signature of Candidate

Enclosures :-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Note :

Please mention clearly on the envelop "**APPLICATION FOR THE POST OF JUNIOR ASSISTANT** "

Checklist of enclosures :- (i) Attested copies of certificates for educational qualification, (ii) Attested copies of certificates for age relaxation, (iii) Experience Certificate, (iv) Proof for date of birth, (v) Three coloured passport size attested photographs (one is affixed on the application form), (vi) A self addressed envelop with postal stamp of Rs. 40/-, (vii) Certificate for Other Backward Classes, (viii) Demand Draft of Rs. 200/- in favour of Chief Executive Officer, Cantonment Board, Jhansi.