

**CANTONMENT BOARD OFFICE
LANDOUR CANTONMENT**

Applications are invited from the eligible candidates for the post of Junior Assistant for Cantonment Board, Landour Cantonment. Application received in this office by registered/speed post only within 21 days from the date of publication of advertisement in Employment News and an extra two weeks time would be given to the candidates staying in remote location as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of J&K State, Lahaul & Spiti Distt and Pungi Sub- Division of Chamba District of Himanchal Pradesh, Andaman, Nicobar islands or Lakshdweep. Time limit 21/35 days would start from the date of publication of advertisement in Employment News.

SN	Name of Post	No. of Post	Category	Pay Band	Age Limit	Qualification
1	Jr. Assistant	1	Unreserved	Pay Band 5200-20200, Grade Pay Rs. 1900/-	18-25 years	Intermediate Having Computer knowledge with 4000 Key depression per hour

*The vacancies are subject to change.

General Conditions

- (i) Complete application as per prescribed format given here-in-after and addressed to Chief Executive Officer, Cantonment Board, Landour should reach at the office of Landour Cantonment Board, Landour Cantt- 248179 by registered/speed post.
- (ii) Application must attach one latest passport size Photograph indicated his/her name on back side.
- (iii) The envelope should be super scribed with the post applied for.
- (iv) The candidate must be citizen of India.
- (v) Qualification acquired by the candidates should be strictly in accordance with the prescribed qualification and the candidate should not seek claim equivalent of their qualification with that of a prescribed qualification.
- (vi) Age limit shall be relaxed by 5 years for SC/ST, 03 years for OBC and 10 years for Handicapped candidates as per Rules. Physically handicapped shall attached proof of physical disability.
- (vii) No request for change of any entries or part originally indicated in the application form shall be entertained.
- (viii) The candidate shall be held responsible for correctness of all information given by him/her and in case of any information/documents found to be incorrect at a later stage, action shall be taken against the candidate including dismissal from services.

- (ix) Attested true copies of proof of age/date of birth, academic professional qualification and experience etc relating to the post advertised be attached with the applications and no documents found un-attested will be entertained.
- (x) All the service rules applicable to Cantt Fund Servants under the provisions of Cantt Fund Servant Rules, 1937 as amended from time to time and Govt. instructions issued from time to time shall apply.
- (xi) No correspondence in regard to the appointment will be entertained.
- (xii) No representation on any grounds for non-appearance for the test/interview etc by the candidates will be entertained and his candidature will not be liable to be considered in such an eventuality.
- (xiii) Persons already employed should sent applications through proper channel.
- (xiv) The Cantonment Board, Landour reserves the right to reject all applications without assigning any reason.
- (xv) Incomplete applications shall be summarily rejected.
- (xvi) TA/DA will not be admissible for attending test/interview as the case may be.
- (xvii) Candidates should note that the Cantonment will in no case be responsible for non-receipt of their applications or any delay in its receipt or any account whatsoever.
- (xviii) General & OBC candidates shall be accompanied with a Bank Draft of Rs.200/- (Jr. Assistant) non-refundable in favour of CEO, Cantonment Board, Landour drawn in State Bank of India, Landour. No other form of payment shall be accepted.
- (xix) A candidate alongwith the application will send two self addressed envelopes (one to be used if he is to be called for written test/interview and the other to be used if he is to be issued appointment letter).
- (xx) One self addressed post card (to be used to acknowledge his application) and an additional photograph (for Hall ticket).

APPLICATION FORMAT

The CEO
Cantonment Board Landour
Landour
Mussoorie - 248179

**Passport size
Photograph duly
Attested by
Gazetted
Officer with dated
Affixed here**

1. Post applied for:-.....
2. Name:-.....
3. Father's/Husband's Name:-.....
4. Nationality:-.....
5. Date of Birth:-.....
6. Category:-.....

7. Educational Qualifications

Examination	Year	Name of Board/ University	Subject	Division

8. Experience

Name & Address of Employer	Period	Designation & Name of work	Total Emoluments	Reason for leaving employment

9. Fee particulars: (i) Demand Draft No:-.....

(ii) Bank drawn: :-.....

10. Contact details (i) E-mail ID:-.....

(ii) Mobile Number:-.....

11. Permanent Address :-
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12. Postal address (for correspondence):-
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.....
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13. List of Enclosures 1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

DECLARATION

I, hereby, declare that the information given in application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to the reject.

Place:

Date:

(Signature of the Candidate)
