



वसुधैव कुटुम्बकम्
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कार्यालय छावनी परिषद
Office of the Cantonment Board

सतवारी, जम्मू छावनी, जम्मू पिन- 180003
Satwari, Jammu Cantt, Jammu Pin- 180003

दूरभाष/Ph. No. 0191-2450992, फैक्स/FAX 0191-2431785,
e-mail- ceojamm-stats@nic.in.



No. /Vacancy/2024-25 /623

Dated : 08 Oct, 2024

The Jammu Cantonment Board is a local urban body, functioning under the overall control of the Ministry of Defence and works under the provisions of the Cantonment Act, 2006.

Employment Notice

Starting date for Offline application 10-10-2024
Closing date for Offline application 31-10-2024

Offline applications are invited by Cantonment Board Jammu for Direct Recruitment of under mentioned category of post. The offline application can be submitted from 10-01-2024 to 31-10-2024 in the office of Cantonment Board Jammu on to the given address from 10.00 am to 4.00 pm either physically on through post.

Sr. No.	Name of the Post	Pay Scale (as per 7 th Pay Commission)	Category-wise break-up					Total No. of Post	Qualification
			UR	SC	ST	OBC	EWS		
1	Junior Assistant	Rs. 25500-81100 (Level: 4)	0	0	01	01	01	03	Graduation from Any recognized University with a knowledge of Typing speed having not less than 35 words per minute

The above post is Permanent in nature and is located in Jammu Cantonment and is non transferable.

1. Age limit and its relaxation :-

Name of Post	Age Limit
Junior Assistant	21-30 Years

The cutoff date for determining the age limits shall be 01-11-2024.

2. Candidate should note that only the date of Birth recorded in the Matriculation/Secondary School Examination Certificate or an equivalent certificate will be accepted for determining the age eligibility and no subsequent request for its change will be considered or granted.

Category	Year of relaxation
EWS/UR	No age relaxation
OBC	03 Years (Only against reserve post of same category vacancy)

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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-Serviceman (UR/General)	03 Years after deduction of the military service rendered from the actual as on the closing date of 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 last 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

Note : The departmental candidates means the Jammu Cantonment Board's Permanent Employees only.

Reservation benefits :

1. Reservation benefit will be available for 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.



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

4. Application Fee – Application fee will be refundable. Fee is to be paid Offline mode only.

Sr. No.	Category	Fee Rs.
1	OBC	1200/-
2	EWS	1200/-
3	Ex-Servicemen/Departmental Candidates	1200/-
4	Female/SC/ST/PH/Transgender	800/-

Fees to be paid through Demand Draft in favour of Chief Executive Officer Cantonment Board Jammu.

3. Mode of application : Offline (By hand/By Post)

Application(s) received from any other source shall not be entertained and will be summarily rejected.

Commencing date for Submission of Offline application	10-10-2024
Last date of receipt of Offline application	31-10-2024
Download of Admit Card	Will be intimated on website
Date of written test and skill test	Will be intimated on website https://jammu.cantt.gov.in

Candidates are required to submit duly filled application form along with following self attested documents to :-

Address - Office of the Jammu Cantonment Board, Satwari Jammu Cantt -180003.

Documents to be attached :-

- 1) Certificate of Date of Birth
- 2) Two latest Colour passport size photographs
- 3) Certificate of required academic qualification.
- 4) Caste certificate issued by Competent Authority to avail reservation benefits. For EWS-relevant certificate issued by competent authority/any other certificate to avail reservation benefits/age relaxation.
- 5) Original Demand Draft of Application fee

Note- Applications which are incomplete in any respect or 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.

4. Admit-Card :- Application will be scrutinized and only eligible candidates would be intimated online at website/portal <https://jammu.cantt.gov.in> only. The candidates are advised to regularly visit this website for any information or any amendments or updates regarding said recruitment and time schedule for written test/skill test.

No admit card will be issued via post of otherwise candidates are required to download admit card from website of Cantonment Board.



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

- The selection and merit will be based on written test only (The written test will be of 100 marks of Objective Type Questions having duration of 120 minutes). Answer to the questions will have to be marked on OMR Answer sheet.
- Skill Test :- The candidates, who will qualify written test as per criteria set by appointing authority, will have to appear/undergo for the skill test mandatorily. Skill test would include the demonstration of tasks which are actually the duties of the concerned post. The qualifying criteria/passing mark/qualifying marks in skill test will be set by appointing authority. 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 will be considered for final ranking/selection. There are four alternatives for the answer to every question. If a candidate marks more than one answer for single question, it will be treated as a wrong answer even if one of the marked answer happen to be correct. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question. For every correct answer there will be 1 mark.
- Final selection and merit will be based on Written Test and Skill Test (qualifying in nature).

6. ELIGIBILITY CRITERIA:

- The candidate must be a citizen of India.
- The candidate must fulfill the educational qualification, age, experience etc. as stipulated in this advertisement.
- The cut-off date for age will be the closing date of application.
- If there are more than two candidates in the same category having equal marks in the merit candidate older in age will get preference.
- The appointment authority shall draw a reserve panel/ waiting list in addition to the number of selected as per the notified vacancies. The reserve panel / waiting list shall be valid for a period of 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 due to resignation of selected can joining the post shall be filled-up from this reserve panel/waiting list.

7. GENERAL CONDITIONS:-

- The services of the appointed candidate/person will be governed under Cantt Board Employees Service Rules 2021, Cantonment Act, 2006 and pension rules as amended from time to time by the Central Govt. are applicable to employees of Cantt Boards.
- The Post is provisional for a period of 2 years (i.e. on probation) & thereafter permanent subject to satisfactory service.



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- (c) The applicant can apply through Offline made at address of the Cantonment Board, Satwari Jammu Cantt. No application will be entertained after closing date. Administration will not be responsible for any postal 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) The candidates should note that their admission to the interview will be purely provisional based for the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Competent Authority.

8. Documents required at the time of Scrutiny of documents alongwith Offline Application:

After considering the merit list the shortlisted candidate will be called for verification/scrutiny of documents. The original Documents of the shortlisted candidates will be checked & verified at Cantt Board Office, Jammu 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.

Candidates must carry the originals & photocopies 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.

9. Rejection:-

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

- (a) Not meeting qualifying / passing the laid down mandatory educational qualification/ Skill test.
- (b) Furnishing of false, in accurate 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 in corrector 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.
- (i) More than one application submitted for the same post.
- (j) Recommendation of any kind will be a disqualification for the post.

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



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- Medical fitness Test
- Verification of Character and Antecedents,
- Verification of Ex-Serviceman Certificate/Discharge Book.
- Verification of Educational qualification certificate & Experience Certificate.
- Verification of all Certificates/documents from issuing authority.

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.

11. Pattern and syllabus for various examination

Question paper shall be of 100 Marks and time duration shall be 120 minutes for completion of paper. For every correct answer, there will be 1 mark. There will be no negative marking for wrong/multiple answer.

Sr. No.	Name of Post	Subject	No. of questions (Each one mark)	Total Marks
1	Junior Assistant	a) General intelligence and Reasoning	100	100
		b) General awareness/Knowledge		
		c) Numerical Aptitude		
		d) English Comprehension		

12. IMPORTANT INSTRUCTIONS

- The decision of CEO / Cantonment Board, Jammu in all matters relating to acceptance of rejection of an application, eligibility/suitability of a candidate shall be final and binding for all the candidates.
- The candidate should have 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 to any unknown person to avoid any complication.
- After the examination marks obtained by each candidate will be put up on the website of the Cantonment Board Jammu.
- The admit cards of provisionally eligible candidates will be uploaded on the website <https://jammu.cantt.gov.in> . The candidates will have to download the admit cards from there only as no hard copy of admit card will be sent the applicants by post or by email.
- Any doubts/clarifications regarding the application can be cleared from the office of the Cantonment Board, Satwari Jammu Cantt on any working day between working hours.



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- vi) The candidates are advised to visit the website regularly to be in touch with information/updation regarding the examination.
- vii) Any corrigendum/change regarding the examination will only be notified through the website <https://jammu.cantt.gov.in> and no other medium of giving information to candidates will be incorporated.
- viii) The exact date of written test, skill test and document verification etc will be updated through the website <https://jammu.cantt.gov.in>. The candidates are advised to check the website regularly.

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/certificate 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 may 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 Cantonment Board Employees Service Rules, 2021 as amended from time to time, Cantonment Act 2006 and Govt. Instructions issued from time to time by the Central Govt as on applicable to employees of Cantt Board.
- (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 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 reason (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 correspondence in regard to the appointment will be entertained.



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- (viii) 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.
- (ix) TA/DA will not be admissible for attending tests as the case may be.
- (x) 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.
- (xi) The candidature of the candidate to the written test/ interview 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.
- (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 Answer Sheet in the presence of Invigilator, The Invigilator shall also sign on the same at the prescribed space.
- (xiv) 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).
- (xv) Use of calculator, Laptop, Palmtop other Digital/electronic instrumental/Mobile/Cell Phone, Paper etc are not allowed. In case of any candidate is 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.
- (xvi) 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.
- (xvii) Candidates are required to visit our website <https://jammu.cantt.gov.in> regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date schedule for interview and other information regarding recruitment process.

14. All the applicants are required to be present well in advance time on the date & venue before the commencement of interview. Any delay in presence will be marked as absent.

15. Abbreviations used:-

AP



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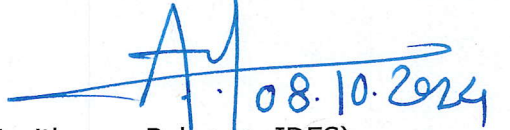
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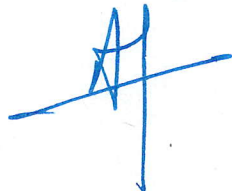
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UR	Unreserved
OBC	Other Backward Classes
SC	Scheduled Caste
ST	Scheduled Tribe
PH	Physically Handicapped
OL	One Leg
B	Blind
LV	Low Vision
HH	Hearing Handicapped
MS	Microsoft
OM R	Optical mark recognition
TA/DA	Travelling Allowance/ Dearness Allowance
OTP	One Time Password
GP	Grade Pay

Selection will be based on merit only. Candidates trying to bring external influence or trying to bribe, will be disqualified immediately.


(Mane Amitkumar Baburao, IDES)
Chief Executive Officer,
Cantonment Board Jammu.



JAMMU CANTONMENT BOARD

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT

Application for the post of :-

1. Name in full (in block letters) :

2. Father's/Husband's Name :

3. Permanent Address :

4. Present Postal Address :

5. Date of Birth :

DD	MM	YYYY

6. Age as on 01-11-2024 :

Years	Months	Days

7. Nationality :

8. Gender :

Male	Female	Other

9. Marital Status :

Un-married	Married

10. Category :

UR	SC	ST	OBC	PH	EWS	Ex-Serviceman

(Attach photocopies of relevant certificate in prescribed format duly attested in case of ST, OBC, PH, EWS, Ex-serviceman etc)

11. Educational Qualification

Name of the exam	University/College/School	Year of Passing	Class/Division/Grade	% of marks	Subject
Matric					
10+2					
Graduation					
Any other qualification					

Attached photocopies duly self attested. In case of private institution, it is to be mentioned whether the course is recognized affiliated by Government.

Kindly Paste latest
Colour Photograph
(Self attested)

12. Experience

Name of Organisation	Period of service	Post held

DECLARATION

I hereby declare that all particulars given in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the test and interview, my candidature will found cancelled and my claims for the recruitment forfeited.

Date :

Signature of Candidate

Note :

Duly filled application form along with all required documents (as mentioned in employment Notice) are to be submitted before 31-10-2024, 4 pm.