

INSTRUCTIONS FOR THE CANDIDATES

1. GENERAL

- (i) The candidates must read the INSTRUCTIONS FOR APPLYING ONLINE carefully, before filling online Application Form for the post(s) concerned. Application received by any other mode will not be accepted.
- (ii) Candidates must be a citizen of India
- (iii) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the last date of receipt of online applications i.e. 07-04-2018 [Seventh April Two Thousand Eighteen].
- (iv) Benefit of reservation for various categories i.e. SC/ST/OBC etc. shall be given as per the policy of Govt. of India.
- (v) Only online applications will be accepted. Application form received from any other sources/incomplete application will not be entertained.
- (vi) Date of Opening of online Applications is 05-03-2018 [Fifth March Two Thousand Eighteen]
- (vii) Last date of submitting online Application is 07-04- 2018 [Seventh April Two Thousand Eighteen]
- (viii) The vacancies advertised are provisional and likely to vary. 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. No correspondence in this regards will be entertained. In case the vacancy position is reduced to any number, the Board is not liable to compensate the applicant for any consequential damage / loss.
- (ix) The Abbreviations used are denoted as under :
UR – Unreserved (General),
SC – Scheduled Caste,
ST - Scheduled Tribe,
OBC - Other Backward Classes,

HH - Hearing Handicapped,
BL - Both Leg Affected,
OA - One Arm Affected,
OL - One Leg Affected,
B - Blind,
LV - Low Vision,

- (x) Neither the printout of online Application nor any document should be sent to this Office at the time of applying for the post.
- (xi) The centers for holding the examination will be in Pune only.
- (xii) The candidates must carry at least one photo bearing identity proof in original such as Driving license, Voters ID, Aadhaar card, Identity card issued by any Govt. Department / Office, to the Examination centre, failing to which they shall not be allowed to appear for the examination.
- (xiii) This Office may hold the examination for two or more different post on the same date and time. In such case the candidate will be able to opt only for one examination.
- (xiv) 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) on or before 07-04-2018 [Seventh April Two Thousand Eighteen] otherwise their application will be rejected.
- (xv) The selected candidates on appointment will be governed by the provision of Cantonment Fund Servants Rules 1937 (as amended from time to time) and Govt. instruction issued in this regard from time to time.
- (xvi) 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.
- (xvii) The Board reserves the right to reject the candidature at any stage of recruitment.

- (xviii) Candidate himself / herself shall be responsible for the correctness of the documents submitted / uploaded by him / her.
- (xix) A Candidate who brings political pressure or otherwise, shall be debarred from selection process.

2. EXAMINATION DETAILS :-

- i. The examination will be of objective type
- ii. The question paper will be of 100 marks
- iii. There will be no negative marking
- iv. The total time period for the exam will be 90 mins (2 ½ hours) only.
- v. The syllabus for the examination will be General Studies /G.K/ Aptitude test (Logical aptitude test) as per the post applied for.

3. SELECTION PROCESS :

- (i) The selection shall be made through written examination only based upon objective question paper in accordance with the nature of post and general studies. Candidates have to qualify skill test as per requirement of the post.
- (ii) There will be no re-evaluation/ re-checking of Answer Sheets/ Answer Scripts of the examination.
- (iii) The board reserves the right to cancel / withdraw any question /s from the question paper in case any query / problem occurred.
- (iv) Language of the written test would be **ENGLISH** only.
- (v) The Pune Cantonment Board will select the candidates provisionally on the basis of information provided in the application and documents / certificates provided by the candidates at the time of scrutiny. The Appointing Authority will verify the authenticity of documents /certificates and eligibility before finally appointing the candidate. Therefore, the provisional selection of 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.

- (vi) The Board has its own discretion to fix Qualifying / cut off marks for selection in different categories i.e. UR/SC/ST/OBC/PH/Ex.sm etc. in order to achieve qualitative selection and to recruit the best talent available.
- (vii) If there are two or more candidates in the same category having equal marks in the Examination, the candidate of older age will be given preference.
- (viii) The Board may prepare 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 the result. The vacancies arising due to non acceptance of the offer of appointment, or due to any other reason, shall be filled up from this reserve panel/waiting list.
- (ix) The Competent Authority reserve the right to cancel a part 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 this office/ this Board. The Competent 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. No correspondence regarding the appointment will be entertained. Any request from the candidate/s for change in date, time and Exam Centre exam will not be entertained.
- (x) No representative on behalf of the candidate will be entertained during selection process. If such eventuality is noticed, the candidature of respective candidate will be rejected.
- (xi) TA/DA will not be admissible for attending written tests/ Skill test.
- (xii) The candidature of the candidates to the written examination is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of court of Law and mere admission for written Examination does not entitle him/her to any claim for the post.
- (xiii) The candidates will be allowed to fill up his/her identity particulars on answer sheet 15 minutes before the commencement of the examination. Filling up of wrong/ incorrect particular and cutting / overwriting in the answer sheet shall invite cancellation of candidature.

- (xiv) The Answer sheet must be handed over to the invigilator after completion of examination as mentioned in the Answer sheet.
- (xv) The candidates should scrupulously follow the instruction given by the Centre Superintendent, Invigilators and all examination functionaries at every stage of exam. if a candidate violates the instructions, his /her candidature will be cancelled
- (xvi) The answer sheet will be collected by the invigilator immediately after prescribed time is over for examination and will be handed over to the Centre Superintendent.
- (xvii) After the examination is over, the candidate should hand over the answer sheet to the invigilator before leaving the room. any candidate who does not return the answer sheet or is found attempting to take the answer sheet outside the examination hall or pass on the question booklet to someone else inside the examination hall will be disqualified and the Competent Authority may take further appropriate action against him/her as per rules
- (xviii) The Board reserves the right to cancel or modify the advertisement or part of it any stage. The number of vacancies is provisional and subject to change (increase or decrease)
- (xix) Use of calculator, Laptop, Palmtop, other Digital/electronic instrument / Mobile/cell phone etc. is/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.
- (xx) 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 centers.

4. RESERVATION BENEFITS :

- (i) Reservation benefits will be available to the SC/ST/OBC/PH & other special category candidates in accordance with the instruction/ orders / circulars issued from time to time by the govt. The benefit is available only for the candidates who are in possession of respective certificate issued by competent authority.
- (ii) A candidate belonging to any of the reserved category, if selected under UR category as per his / her own wish, shall be adjusted against UR post of the reservation roster till end of his / her service. The candidate seeking reservation benefit will be counted against reserved vacancies only. Such candidate/s would be deemed to be unavailable for unreserved vacancies.

5. AGE RELAXATION:

| Sr.no | Categories | Extent of age Relaxation |
|--------------|--|--|
| 1 | SC/ST | 05 Years |
| 2 | OBC | 03 years |
| 3 | HH/BL/OA/OL/B/LV | 10 Years |
| 4 | HH/BL/OA/OL/B/LV +SC/ST | 15 Years |
| 5 | HH/BL/OA/OL/B/LV +OBC | 13 Years |
| 6 | Departmental candidates with at least three years continuous service in the Pune Cantonment Board | Upto 40 years of age (45 years for the SC/ST, 43 years for OBC) |
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(Note: This will be regulated as per DOPT Guidelines.)

- (i) If a person with disability is entitled to age concession by virtue of being a Departmental Candidate to him/ her will be admissible either as a person with disability or as a Departmental Candidates whichever may be more beneficial to him/her.

6. ADMISSIONS / REJECTIONS :

The information in respect of provisionally admitted and rejected candidates as per information provided in the online application will be uploaded on the website of the Board before the conduct of Examination, for various post(s)

7. DOCUMENTS / CERTIFICATIONS :

- (i) After declaration of results of written examination, the successful candidates will be Called for verification of Documents. The following documents in original and one Attested copy is to be produced at the time of certification / verification.
- (a) Matriculation/10th Standard or equivalent certificates indicating date of birth/ birth certificate issued by the Competent Authority in support of claim of age.
 - (b) Degree/Diploma/other educational certificates along with mark sheet pertaining to all the academics years as proof of educational qualification claimed. In the absence of Degree/Diploma certificates, provisional certificates along with mark sheets pertaining to all the academic years will be accepted.
 - (c) Certificates(s) in the prescribed Performa from the Heads of Organisation (s)/Departments for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificates(s) should also mention the nature of duties performed / experience obtained in the post(s) with duration.
 - (d) Caste certificates (who are seeking reservation benefit) in the prescribed Performa from the competent authority indicating, clearly indicating caste, the Act/Order under which the caste is recognized, the village /town of the candidate ordinarily a resident of. OBC benefits shall be given only to the candidates having certificates issued by the competent authority.
 - (e) HH/BL/OA/OL/B/LV certificates in prescribed Performa issued by the competent authority. Such candidates will be eligible for appointments to the post on the basis of prescribed standards of Medical Fitness. The Competent

Authority to issue Physically Handicapped certificates shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a assessing Locomotor/cerebral/visual/hearing disability, as the case may be.

(f) Certificates /Documents in respect of age relaxation claimed.

- (ii) Persons already in Regular Government service , whichever in permanent or temporary capacity other than casual/adhoc/daily wages /hourly paid/contract basis are required to submit a declaration that they have informed in writing to their Head of Office / Department regarding their application / selection.
- (iii) Documentary support for any other claim(s) made.
- (iv) The relevant certificates should have been issued by the competent authority before 07-04-2018 [Seventh April Two Thousand Eighteen].

8. INSTRUCTIONS FOR PH/OH/HH/BL/OA/OL/OAL/B/LV CANDIDATES:

- (i) PH candidates in upper extremities including orthopedic disabilities which affect the motor and co ordination skills, dyslexic and cerebral palsy persons (hereinafter referred to as PH candidates) who are unable to write themselves (with Physically disabilities not less than 40%) can avail the assistance of a scribe for writing replies on their behalf.
- (ii) If any B or LV candidate receive the admit card indicating any category other than B or LV as the case may be, the candidate should approach the Board for correction of category in the admit card
- (iii) B or LV candidates with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing answer on their behalf.
- (iv) For allowing the scribe, the candidates will submit disability certificate (wherein type of disability and its percentage is mentioned) from competent medical board and should have opted for the same in the requisite column of the application form.

- (v) If any PH/OH/HH/BL/OA/OL/OAL/B/LV candidates receive the admit card indicating any category other than PH/OH/HH/BL/OA/OL/OAL/B/LV, as the case may be, the candidates should immediately approach the office for correction of category in the admit card for issue of duplicate admit cards.
- (vi) PH/OH/HH/BL/OA/OL/OAL/B/LV candidates will have to bring their own scribe (writer) but the educational qualification of the scribe should be one level below the educational qualification for the post applied for. The maximum educational qualification certificate produced by the scribe should NOT have been issued prior to one year of the date of examination.
- (vii) A prescribed Proforma for “Declaration of the Scribe (writer)” & “Declaration by the PH/OH/HH/BL/OA/OL/OAL/B/LV candidate” in this regards will be sent to the Visually & Physically Handicapped candidates along with the Admit Card. In case of non receipt of the same above Performa, the candidates may collect it from the office of the Board on any of the working days from 10:00 a.m to 5:00 p.m and can also download it from the official website of the board at www.punecantonmentboard.org
- (viii) The declaration of scribe and the declaration of the PH/OH/HH/BL/OA/OL/OAL/B/LV candidate, duly attested by the Gazetted Officer, should be brought along with the candidates & the scribe for the written examination. Without the declaration the candidates will not be allowed to appear for the exam.
- (ix) The PH/OH/HH/BL/OA/OL/OAL/B/LV candidate is required to bring his own original Disability Certificate issued by the competent medical board along with above mentioned declaration and the following document of scribe at the office of Board on the dates and time mentioned above for issue of duplicate Admit Card i.e.
 - (i) Attested copy of Identification proof
 - (ii) attested copy of Educational qualification
 - and (iii) to recently taken Passport size colour photograph duly attested by Gazetted Officer.
- (x) The declaration of the scribe and the declaration of the PH/OH/HH/BL/OA/OL/OAL/B/LV attested by a Gazetted officer shall be verified / countersigned by a designated officer of the board at the examination center itself. These candidates should come to the examination centre at least one hour before the normal reporting time for the purpose of verification of all such document. The candidates are not required to come to the office of the Board for verification purpose

- (xi) 20 minutes per hour extra shall be given in addition to the normal time to all the PH/OH/HH/BL/OA/OL/OAL/B/LV candidates only with permission to use the facility of scribe duly verified by Board.
- (xii) If any candidate uses offensive/ abusive/ foul language / obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.

9. **HOW TO APPLY:**

- (i) Candidate has to apply only ONLINE in the prescribed Form uploaded on the website www.punecantonmentboard.org
- (ii) Candidate shall upload the following on the online application form –
 - (a) Scanned copy of candidate signature in blue ink and white background only.
 - (b) Passport size photo
- (iii) All other relevant information to be filled as required in the application form.
- (iv) The candidates will have to bring the original certificates in respect of the educational qualification & caste mentioned in the application form during the scrutiny process.

Chief Executive Officer
Pune Cantonment Board