



बादामीबाग छावनी परिषद  
BADAMIBAGH CANTONMENT BOARD  
भारत सरकार, रक्षा मंत्रालय



GOVT. OF INDIA, MINISTRY OF DEFENCE

श्रीनगर (जम्मू व कश्मीर) – १९०००४ / Srinagar (Jammu & Kashmir) – 190004

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No. 5/3/4036/CB/BB

Dated: 01/12/2022

**EMPLOYMENT NOTICE**

Applications are invited from eligible Indian Citizen/Candidates for the under mentioned posts in Badami Bagh Cantonment Board for Direct Recruitment of under mentioned categories of posts through offline mode. The application will be received only through Speed/Registered Post by or before 31-01-2023 till 1600 hours, thereafter no application will be accepted. The candidates are strictly advised to submit his/her application along with requisite documents well in advance to avoid delay. Detailed Advertisement along with the application form and other information/updates /corrigendum will be available on our website <https://www.badamibagh.cantt.gov.in>. The details of vacancies along with pay scale are given below:-

| S. No. | Post           | Pay Scale  | No. & categories of vacancy | Educational Qualification  |
|--------|----------------|--|-----------------------------|--|
| 1      | Chowkidar      | 7 <sup>th</sup> CPC<br>Level SL1 (14800 – 47100) | UR- 1                       | a. 10th passed from a recognized Board of School Education.<br>b. Proficiency in the concerned trade.  |
| 2      | Labour         | 7 <sup>th</sup> CPC<br>Level SL1 (14800 – 47100) | UR- 1                       | a. 10th passed from a recognized Board of School Education.<br>b. Proficiency in the concerned trade.  |
| 3      | Mali           | 7 <sup>th</sup> CPC<br>Level SL1 (14800 – 47100) | UR- 1                       | a. 10th passed from a recognized Board of School Education.<br>b. One year certificate course of Gardener (Mali) from the recognized institute/university.     |
| 4      | Pump Attendant | 7 <sup>th</sup> CPC<br>Level 2 (19900 – 63200)   | UR- 1                       | a. 10 <sup>th</sup> passed from a recognized Board of School Education.<br>b. Diploma from ITI in the relevant trade from the Government recognized Institute. |
| 5      | Safaiwala      | 7 <sup>th</sup> CPC<br>Level SL1 (14800 – 47100) | UR-4                        | a. 10th passed from a recognized Board of School Education.<br>b. Proficiency in the concerned trade.  |

**Critical Dates:-**

1. Commencing date of submission of application: 12-12-2022
2. Last date of receipt of application: 31-01-2023
3. Information regarding admit card/ Date of Written/ Skill test etc will be intimated on portal <https://www.badamibagh.cantt.gov.in>

**Age Limit:**

Age limit for the post is 21-30 years (age as on 01-04-2022)

Note: Age relaxation for various categories will be as under:-

| S. No. | Categories                    | Age limit in years |
|--------|-------------------------------|--------------------|
| 1      | OM                            | 30                 |
| 2      | Ex-Servicemen<br>(UR/General) | 33                 |

The date of birth, accepted by the Badamibagh Cantonment Board (BBC) is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary examination certificate or an equivalent examination certificate. The certificate in support of the date of birth is required to be submitted by a candidate only at the time of Written Examination/Skill test. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted. Candidate should note that only the date of birth as recorded in the Matriculation or Secondary School Leaving Certificate or in an equivalent certificate as mentioned above and issued prior to the date of submission of application will be accepted by the Badamibagh Cantonment Board and no subsequent request for its change will be considered or granted.

Candidates should also note that once a date of birth has been submitted by them in the application form and entered in the records of the BBC for the purpose of admission to an Examination, no change will be allowed subsequently or at any other Examination of the BBC on any grounds whatsoever.

**Detailed Advertisement: -**

Detailed Advertisement and other information/updates /corrigendum will be available on our website <https://www.badamibagh.cantt.gov.in>

**Application Fee:**

Application fee will be Rs. 300/- for each post for all applying candidates. The fee is to be paid through online payment mode using SBI eCollect. The link to payment of fee is available at our website i.e. <https://badamibagh.cantt.gov.in>.

While paying application fee please select payment category “other”

Application fee once paid shall not be refunded under any circumstances and will not be used for any future recruitment process.

### **How to Apply**

The application form duly filled in all respects should be submitted in a closed cover super scribed with words. “Application for recruitment of Chowkidar, Labour, Mali, Pump Attendant, Safaiwala” and addressed to the Chief Executive Officer Badamibagh, Cantonment Board, Batwara Srinagar Jammu and Kashmir-190004. The applications may be sent either by Speed post or Registered Post only so as to reach the above address by 31-01-2023. The applications received after the last date will not be entertained under any circumstances.

The Photocopies of the following self attested documents should accompany the application form:-

- a. Application form duly signed by the candidate.
- b. Proof of payment of application fee (if applicable)
- c. Certificate of date of birth.
- d. Two latest colored passport size Photographs.
- e. Certificates of requisite Academic qualification with detailed marks.
- f. Certificate for Ex-service men.
- g. Identity Card (Passport/AAdhaar Card/Driving License/Voter ID card/PAN card/Employer ID card (Govt./PSU/Private) etc.

### **Admit Card / Call Letter:**

Applications will be scrutinized and only eligible candidates would be shortlisted on our website and the date, time and venue for conduct of Written Test/Skill test will be intimated accordingly. Further, the admit card will be generated for eligible Candidates, the mode of collection of Admit cards will be intimated through notice. Candidates are required to visit our website regularly to check any information or any amendments or updates regarding said recruitment and time schedule for written test/Skill test.

### **Date, Time & Venue of Examination: -**

To be published on website <https://badamibagh.cantt.gov.in> , at the time of test, the Candidates must bring Identity proof and recent passport size photographs with him/her along with original Admit Card, proof of Date of Birth and all education qualification certificates.

### **Mode of Selection:**

Selection will be subject to the performance of candidate in the tests. The examination pattern will be available on the official website <https://badamibagh.cantt.gov.in>.

### **Eligibility Criteria**

- a. The candidate must be a citizen of India.
- b. The candidate must fulfill the educational qualification, age and other requirements as mentioned in this advertisement.
- c. The candidate must meet the criteria issued by the Central Government and is in possession of requisite Certificate for Ex-servicemen.

### **General Conditions**

- a. The services of the appointed candidate/person will be governed under The Cantonment Board Employees Service Rules, 2021 and Cantonments Act 2006 and pension rules as amended from time to time by the Central Govt., which are applicable to employees of Cantt Boards.
- b. The appointment will be provisional for a period of 2 years (i.e. The candidate get appointed as probationer to the post)
- c. The application will be received through Speed/Registered Post only. Any application form received by Email or other digital formats shall not be entertained and will get rejected summarily. No application will be entertained after closing date of application. Administration will not be responsible for any postal failure/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. If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age get preference.
- g. The appointing authority shall draw a reserve waiting list addition to the number of candidates selected as per the notified vacancies. The reserve 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 to appointment. Candidates not joining the post after acceptance of appointment of the candidates not being found eligible for appointment after verification of documents/certificates of due to registration of selected candidates within one year of joining the post, the same shall filled up from this reserve waiting list.
- h. The Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility criteria/conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Badamibagh Cantonment Board. The Badamibagh Cantonment Board takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Skill Test.

i. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.

j. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for written test/Skill Test.

k. The Cantonment Board reserves the right not to fill up any of the posts advertised without assigning any reason.

l. In case of any dispute, any sue or legal proceeding by or against the Cantonment Board, Courts within whose local Jurisdiction, Headquarter of the Cantonment Board is situated shall have the Jurisdiction.

m. Canvassing in any form will result in cancellation of candidature.

n. The Cantonment Board shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents / background and has suppressed the said information, his/ her services shall be terminated forthwith.

o. The candidate should fill separate form for each post as per advertisement in case of candidate willing to apply for more than one post.

**Documents required at the time of scrutiny of documents:**

After considering the merit list the shortlisted candidates will be called for verification/ scrutiny of documents. The original documents as mentioned below of the shortlisted candidates will be checked & verified at Cantt. Board Office, Badamibagh 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. Photocopies of following self-attested documents should accompany the application forms:-

- a. Application form duly signed by the candidate.
- b. Proof of payment of application fee (if applicable)
- c. Certificate of date of birth.
- d. Category Certificate (In case of post for specific category).
- e. Two latest coloured passport size Photographs.
- f. Certificates of requisite Academic qualification with detailed marks.

Candidates must carry the Originals & photo copies 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.

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.

**Document required after publication of merit list for final selection:**

The original documents and all educational qualification certificates of the shortlisted candidates will be checked and verified at Cantt Board Office, Badamibagh 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.

**Rejection.**

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

- a. Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/Standards/Tests.
- b. Furnishing of false, inaccurate or tempered information.
- c. Obtaining support for his/her 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 lead to disqualification for the post

**General Instruction for Candidates –**

a. The appointing authority makes provisional selection of the candidates on the basis of information provided in the application and document/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 candidate 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 appointment to the post.

b. The services of the selected candidates on appointment will be governed by the provisions of The Cantonment Board Employees Service Rules, 2021 as amended from time to time, Cantonments Act and Govt. Instructions issued from time to time.

c. 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.

d. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.

e. 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 reserves the right to cancel or set up a new examination centre and divert the candidates to appear at the examination centre if required.

f. No correspondence in regard to the appointment will be entertained.

g. 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.

h. TA/DA will not be admissible for attending tests as the case may be.

i. The Candidature of the candidate to the written test 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.

j. The appointing authority 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)

k. Use of calculator, Laptop, Palmtop, other digital, electronic instrumental/mobile/Cell phone, Paper etc. is not allowed. In case of any candidate found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceeding will be initiated against the candidates.

l. All the applicants are required to be present well in advance time on the dates and venue before the commencement of written test. Any delay in presence will be marked as absent.

m. 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.

n. 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.

o. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.

p. 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.

q. 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.

r. 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

s. After the examination is over, the candidate should hand over the OMR Answer sheet with question paper to the invigilator before leaving the room. Any candidate who does not return the OMR Answer sheet and question paper or if he/she is found attempting to take the OMR Sheet and question paper outside the examination hall. For any inappropriate behavior the appointing authority will take further action against him/her as per rules.

t. 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.

u. Mobile phones banned: The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations

v. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured. Candidates are advised not to bring any valuable/costly items to the venue of the examination, as safe-keeping of the same cannot be assured.

w. Badamibagh Cantonment Board will not be responsible for any loss in this regard

x. Candidates are required to visit our website <https://badamibagh.cantt.gov.in> regularly to check the latest updates, corrigendum, downloading of admit card, time & date schedule for written test and other information regarding recruitment process.

y. The candidate should fill separate form for each post as per advertisement in case of candidate willing to apply for more than one post.

z. The candidate should wait for 7 working days regarding update on status of payment further candidate should preserve payment slip or electronic proof of payment for future correspondence.