



सत्यमेव जयते

# Cantonment Board Agra



Ministry of Defence, Govt. of India

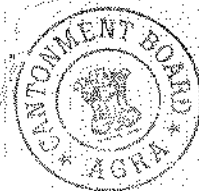
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## RECRUITMENT FOR VARIOUS POSTS IN CANTONMENT BOARD AGRA

Online applications are invited for the following vacant post in the Agra Cantonment Board. The interested candidates fulfilling the minimum eligibility criteria can apply online through website / Portal <https://agra.cantt.gov.in/>. The Agra Cantonment Board is an autonomous local body & services of its employees are governed by the Cantonment Board Employees Service Rules, 2021 as amended from time to time. The detailed advertisement can be viewed on website / Portal <https://agra.cantt.gov.in/>.

Sl. No.	Name of Post	No. of Post	Category Wise					Pay Scale	Age (in Yrs.)	Minimum Qualification	Mode of Selection
			UR	OBC	SC	ST	EWS				
1	Tax Collector	02	01	01	-	-	-	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	1. Intermediate 2. English and Hindi Typing (25 WPM in Hindi and 30WPM in English) 3. CCC certificate from DOEACC society or a certificate equivalent thereto from any Govt. recognized Institution.	Written and Skill Test
2	Sanitary Inspector	01	-	01	-	-	-	Rs 9300 – 34800 + GP Rs 4200/- (Level 06)	21-30	(i) Bachelor Degree from Govt. recognized Institution with Chemistry/ Agriculture/Animal Husbandry etc. (ii) One yr. Diploma in Sanitary Inspector / Sanitary Health Inspector /Sanitation & Public Hygiene from Govt. recognized Institution.	Written Test
3	Motor Pump Attendant	03	01	-	01	-	01	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	High School (Matriculate) with ITI certificate in electrical trade	Written and Skill Test
4	Draughtsman	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 2800/- (Level 05)	21-30	1. Intermediate 2. Certificate of Draughtsman from recognized Institution OR Diploma in Draughtsman /Architecture OR Diploma in Architecture Asst. OR Dip in Civ. Engg / Draughtsman OR Dip. In Draughtsman (civil/Mechanical) from ITI	Written and Skill Test
5	Line Man	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	High School (Science) and ITI Certificate in Electrical Trade	Written and Skill Test
6	Fitter	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1800/- (Level 01)	21-30	High School (Science & Math) and ITI Certificate in Fitter Trade	Written and Skill Test



7	Junior Assistant	06	02	01	02	-	01	Rs 5200 – 20200 + GP Rs 2000/- (Level 03)	21-30	1. Intermediate 2. English and Hindi Typing (25 WPM in Hindi and 30WPM in English) 3. CCC certificate from DOEACC society or a certificate equivalent thereto from any Govt. recognized Institution.	Written and Skill Test
8	Asst. Teacher	04	02	01	01	-	-	Rs 9300 – 34800 + GP Rs 4200/- (Level 06)	21-30	Bachelor Degree in any stream with State TET/Central CTET Primary Level Exam Passed with one of the following eligibility details – 1. D.El.Ed. (BTC) Exam in any recognized Institute OR 2. SikshaMitra with 02 years BTC Course OR 3. D.Ed. 02 year diploma OR 4. D.Ed. (special Education) Diploma OR 5. 02 year special BTC OR 6. 02 year BTC Diploma in URDU OR 7. B.Ed. Exam Passed OR 8. B.Ed. Exam Passed	Written Test
9	Steno-Typist	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 2400/- (Level 04)	21-30	1. Intermediate or Equivalent 2. English Shorthand Speed of 80 WPM and English Typing speed of 30WPM) 3. CCC certificate from DOEACC society or a certificate equivalent thereto from any Govt. recognized Institution.	Written and Skill Test
10	Meter Reader	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	High School and ITI in electrical trade	Written Test
11	Ward Servant	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1800/- (Level 01)	21-30	High School Pass (Matriculate)	Written Test
12	Cashier	01	01	-	-	-	-	Rs 5200 – 20200 + GP Rs 1900/- (Level 02)	21-30	1. Intermediate 2. English and Hindi Typing (25 WPM in Hindi and 30WPM in English) 3. CCC certificate from DOEACC society or a certificate equivalent thereto from any Govt. recognized Institution.	Written and Skill Test

Note \*One post in Tax Collector is reserved for Ex-Serviceman and one post in Asst. teacher is reserved for PWD (person with disability).

\*\*Candidates having higher Qualifications may also apply subject to the condition that they fulfil the minimum eligibility Qualifications.

#### IMPORTANT DATES:

Commencing date for Submission of Online Applications	17.12.2022
Last date of receipt of Online Applications	16.01.2023

Place: Agra Cantt.

-S/d-  
(Vineet Kumar, IDES)  
Chief Executive Officer,  
Cantonment Board Agra



## 2. Age Limit:-

- The cutoff date for age limit shall be as on closing date for receipt of online application. The Age limit as per existing rules under the Cantonment Board Employees Service Rules, 2021 is 21- 30 years and age relaxation for the reserved categories is given below ;
- Age relaxation for OBC is 03 years and SC/ST is 05 years only for those posts in which the reservation vacancy is available for them and they qualify in the respective category. No age relaxation will be given to OBC/SC/ST for any vacancy against UR category.
- Age relaxation for Departmental Candidates who have rendered at least 03 years of continuous service as on closing date of receipt of application shall be as follow;  
UR – up to 40 years, OBC – 43 years, SC/ST – 45 years
- Age relaxation for Ex-Servicemen shall be as follows after deduction of the military service rendered from the actual age as on the closing date for receipt of online application  
UR - 03 years, OBC – 06 years, SC/ST - 08 years
- Age relaxation for Physically Handicapped candidates will be 10 Years having minimum 40% disability.
- Age relaxation for any other category, if applicable, shall be as per Central Govt. norms.
- The minimum physical standard for disabled candidate shall be as per extant Central Govt. norms.

**Note-** The Disabled/Ex-serviceman candidates applying for earmarked reserved posts shall have to qualify with minimum cut off marks in the online/offline written examination. In the event of candidates not securing the minimum cut off marks or not found qualified in these categories, then the respective post/ seats reserved for them shall be filled up by UR category candidates.

The Physical requirements for the post earmarked for disabled candidate shall be S.ST.W.L.SE.RW.H.C. and the PWD categories suitable for the job shall be OA.OLOAL.BL.LV.

ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, L=Lifting, RW=Reading & Writing, SE=Seeing, C=Communication, H=Hearing, OA=One Arm, OAL=One Arm and One Leg, OL=One Leg, BL=Both Leg, LV=Low Vision.

## 3. Mode of Selection:

a) The provisional selection of candidates for written test for all the posts shall be through either online/offline mode with multiple choice objective type question and skill test, wherever applicable. The mode of written test i.e., either online/offline shall be mentioned in the Admit Card/Hall Ticket. The questions for examination will be in bilingual language i.e., Hindi/English. In case of online examination, the answer to the questions will have to be marked in the online exam portal itself. In case of offline written examination, the answers to the questions will have to be marked in the OMR Sheet itself. The online examination will be conducted through the online examination portal of <https://www.mponline.gov.in>. Every candidate called for the online examination will be given the login credential for the online exam portal. Date, Time & Venue for either online/offline Written Test and Skill Test (wherever applicable) will be intimated on website/ portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/> in due course of time. Candidates are required to visit website/portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/> regularly to check time schedule for online/offline written Test and Skill Test.



b) The provisional shortlisted candidate after online/offline written examination for each post shall be based on the marks obtained in the online/offline written test. Further, only provisional shortlisted candidates in the online/offline written examination shall be called for skill test where ever applicable. Skill test shall be qualifying in nature i.e., mere getting shortlisted in online/offline written examination does not confer any right for getting shortlisted in the final merit list. It shall be mandatory to qualify the skill test for the posts where skill test is applicable.

c) At the time of online/offline Written Test, the candidates should bring their original Photo Identity proof from below list along with Admit Card.

- Voter ID
- Passport
- Pan Card
- Driving License
- Central / State Government-issued photo ID cards for employees.
- The Student ID card with photo issued from Recognized school/college for their students.
- Nationalized bank passbook with Photo.
- UID Aadhar Card.

d) **Penalty for wrong answers:** Candidates should note that for each wrong answer, one third (0.333) of the marks assigned to that question will be deducted as penalty.

4. Maximum marks for Online/offline Written Examination shall be 100 (each question having 01 mark) and total Time Duration shall be 120 minutes respectively.

5. Syllabus of the examination: -

i) The common syllabus for the online/offline written examination for all the post as per their educational standards shall be as follows:

1. General intelligence and reasoning,
2. General awareness,
3. Numerical aptitude,

Also there will be questions from the topics of respective trade for each posts except Tax collector, Junior Assistant, Cashier, Ward Servant.

ii) General intelligence and reasoning shall include both verbal and non-verbal reasoning.

iii) General awareness shall include history, culture, geography, economic, science, General polity, Indian Constitution, current affairs etc.

iv) Numerical aptitude shall test the knowledge of arithmetical concepts

v) Trade related - All aspects of the respective trade category.

vi) Typing Skill Test – Provisional shortlisted candidates in the online/offline written examination test for the post of Junior Asst./Cashier/Tax collector/Steno-Typist are required to qualify typing test in Hindi (min 25 wpm) and English (min 30 wpm). Steno-Typist shall also be required to qualify Shorthand test in English/Hindi (80 WPM).

vii) Skill test for Draughtsman, Motor Pump Attendant, Line Man and Fitter will be based on the particular Trade job.

6. Application Fee:-

Sr. No.	Category	Fee	Mode of Payment
1.	General/ Unreserved/ Ex-Servicemen/ Departmental Candidates/OBC/EWS	Rs. 1500/-	Online through the recruitment portal <a href="https://www.mponline.gov.in">https://www.mponline.gov.in</a>
2.	SC/ST/Women/Disabled (min 40%)	Rs. 800/- **	



**\*\*** After completion of the entire recruitment process, the fees will be refunded for candidates belonging to SC/ST/Women/Disabled (min 40%) who shall appear in the online/offline written examination through the same bank account No. from which the payment have been made.

### 7. Mode of Applications:

Only online Applications complete in all respect shall be accepted. Any application received by any other source/mode shall not be accepted and entertained and the same shall be summarily rejected without assigning any reason thereof.

### 8. Important Dates:

Commencing date for Submission of Online Applications	17-12-2022
Last date of receipt of Online Applications	16-01-2023
Download of Admit Card and Date of Examination	To be intimated on MP Online Portal and Official Website of Cantonment Board Agra

Note - Applications which are incomplete in any respect, 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.

**9. Exam Centre:** The online/offline examination for all the posts will be conducted in Agra Cantonment and Agra City only.

**10. Date of Examination:** Tentative date of examination shall be within 06 months from the last date of closing of the online application form, however, the duration may increase or decrease on account of administrative exigencies.

### 11. Admit-Card / Call letter for Written Test:-

Applications will be scrutinized and only eligible candidates would be intimated online at website/portal <https://www.mponline.gov.in> and <https://agra.cantl.gov.in/> about the date, time and venue for conduct of online/offline Written Test. Further, the admit card will be generated online for eligible Candidates, which can be downloaded by the candidates. Candidates are required to visit website/portal <https://www.mponline.gov.in> and <https://agra.cantl.gov.in/> regularly to check any information or any amendments/corrigendum or updates regarding recruitment process and time schedule for online/offline Written Test/Skill Test.

### 12. Eligibility Criteria:-

- The candidate must be a citizen of India.
- The candidate must fulfill the minimum essential qualifications like educational qualification, age, etc. as stipulated in this advertisement. Candidates with higher qualifications may also apply but the essential minimum qualification /parameters shall have to be fulfilled.

### 13. General Conditions:-

- The service of the appointed candidate / person will be governed by the Cantonment Board Employees Service Rules, 2021, Cantonments Act, 2006, New Pension Scheme etc as amended from time to time by the Central Govt/State Govt/ applicable competent authority.
- Probation Period: Appointment of final selected candidates shall be provisional as per the Cantonment Board Employees Service Rules, 2021 as amended from time to time. The probation period shall be Two years from the date of appointment.





- c) No conveyance, TA/DA or any other allowance shall be paid for appearing in the online/offline written test and skill test. The necessary arrangements for stay/ travel etc shall have to be made by the candidates themselves.
- d) Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel and should submit such documents at the time of verification of documents.
- e) The above posts are on permanent basis and probation period will be as per extant rules. The CEO, CB Agra reserves the right to accept/reject any or all the applications for any or all posts without assigning any reasons thereof.
- f) Applications and fee payment received through offline mode will be summarily rejected and the candidates are advised to apply only through online mode.
- g) The appointment authority shall draw 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 six months from 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 or due to resignation of selected candidate(s) shall be filled-up from this reserve panel / waiting list. The Provisional list for waitlisted candidates against each post shall be maintained as per the decision of the competent appointing authority.
- h) The candidates should note that their admission to the online/offline examination and Skill test shall be purely provisional based on the information given by them in the Application Form. Final Selection of the candidates shall be subject to verification of documents and all the eligibility conditions by the Competent Authority.
- i) If there is more than one candidate in the same category having equal marks in the merit list, the candidate older in age will get preference. In case more than one candidate secures same marks and are having equal age, then the preference will be given to the candidate having highest total percentage of marks obtained in High School (Matriculation) or as the case may be.
- j) The final selection of the candidate is subject to the medical fitness certificate to be issued by the medical officer of Agra Cantonment Board.
- k) Candidates should be present in the Examination Hall at least one hour before the exam and they will not be allowed to leave the Examination Hall until the exam is over. Candidates arriving after commencement of the examination will not be permitted to enter the Examination Hall.
- l) Candidate who is found either copying or receiving assistance or indulging in any kind of malpractices shall be disqualified.
- m) The candidature of the candidate to the online/offline written test is entirely provisional and mere issue of admit card or appearance at Examination/skill test does not entitle him/her to any claim for the post.
- n) Candidates have to abide by the instructions given by the invigilator during the examination in the Examination Hall, failing which they will be liable to be debarred from the examination and subsequent necessary action as deemed fit shall be taken.
- o) The result of the online/offline examination / skill test / final merit list etc , as the case may be , shall be displayed on the official website (<https://agra.cantt.gov.in/>) of Cantonment Board Agra and no separate intimation will be given to candidates. Therefore, the candidates are advised to check website on regular basis.
- p) No. of vacancy against each advertised post may increase/decrease as per the latest Administrative instructions/ orders issued by competent authority. The appointing authority reserves the right to cancel or modify the advertisement or recruitment process or any part of it, at any stage without assigning any reason thereof.
- q) Appointment letter shall be issued to the provisionally selected candidates only after police verification and further verification of educational qualification, caste certificate and other documents etc as the case may be.



- r) The entire recruitment process can be cancelled by competent authority at any point of time. No correspondence regarding the same will be entertained.
- s) Canvassing in any form, influencing or contacting staff of examination by any means shall lead to rejection of the candidature.
- t) If at any stage it is found that the candidate has concealed or misrepresented any desired or required information, his/her candidature shall be cancelled and other appropriate action like debarment, termination etc. shall be initiated/undertaken against the defaulter concerned.
- u) The reservation for any or all posts, as applicable, will be based on the Central Govt. rules.
- v) In case of any dispute, decision of the Chief Executive Officer, Cantonment board Agra will be final and binding on all parties.
- w) Courts at Agra shall have the sole jurisdiction in respect of all disputes arising out the subject matter.
- x) The cut off marks (out of total marks of 100) for online/offline written examination / skill test, if any, for all the post, shall be as per the decision of the competent appointing authority and no representation in this regard shall be entertained.

#### 14. Scrutiny of documents along with Online generated Application: -

The provisionally shortlisted/ merit list candidate will be called for verification /scrutiny of documents. The following **original Documents / Certificates attested by a Gazetted officer** and one set of self attested copies, along with hard copy of print out of online application are to be produced at the time of verification/scrutiny of documents.

- Computer generated Application form duly signed by the candidate.
- Proof of Date of Birth (10<sup>th</sup> Pass certificate only)
- Two latest colour passport size photographs.
- Original Certificates of requisite academic qualifications etc .
- Address proof
- Aadhaar Card
- Experience certificate, if any
- Proof for certification of reservation, if applicable

The original documents as mentioned above of the shortlisted candidates will be checked & verified at office of the Agra Cantonment Board 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. It may be noted that document verification is just another stage in the selection process. **The provisional appointment letter shall be issued to the successful candidate only after scrutiny and verification of documents in every respect.** Candidature of candidate may be cancelled at any stage and no correspondence in this regard will be entertained.

#### 15. Rejection:-

The following acts of commission would render the candidature/ application as disqualified / rejected:-

- Not meeting the laid down mandatory essential qualifications.
- Furnishing of false, inaccurate or tampered information.
- Obtaining support for his/her candidature through unfair means.
- Impersonation by any person.
- Submitting fabricated / false documents.
- Making statements which are incorrect or false or suppressing material information.



- (g) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
- (h) Improper / Incomplete filling of application.
- (i) Conviction
- (j) Criminal case pending/FIR

The rejected applications against each post shall be uploaded and published in the website <https://agra.cantt.gov.in/>

#### 16. Important Instructions: -

1. The decision of CEO, Agra in all matters relating to acceptance or rejection of an application, eligibility/suitability of a candidate etc shall be final and binding for all the candidates.
2. 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.
3. After the examination, details regarding marks obtained by each candidate will be placed on the Website / Portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/>
4. The applicants are advised to check any update regarding the examination at regular interval on the website/portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/>
5. The admit cards of provisionally eligible candidates will be uploaded on the website / Portal <https://www.mponline.gov.in>. The candidates will have to download the admit cards from there only as **No hard copy of admit card will be sent to the applicants by post or by email.**
6. Any doubts/clarifications regarding the recruitment process can be clarified from the office of the Cantonment Board Agra on any working day between working hours 10 A.M to 5 P.M. (Telephone No. 0562-2227379). No email correspondence regarding the same shall be done.
7. Any corrigendum/change regarding the examination will only be notified through the website / Portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/> and no other medium of giving information to candidates will be incorporated.
8. The exact date of the online/offline Written Test/ Skill Test will be updated through the website / Portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/>. The candidates are advised to check the website regularly.

#### 17. General Instructions for Candidates:-

- (i) No representation on any grounds for non-appearance for the online / offline written test and skill test etc by the candidates will be entertained and his/her candidature will not be considered.
- (ii) The Appointing authority reserves the right to cancel/change any center of exam and ask the candidates of that center to appear at another center. No request for change in date, time and center of exam will be accepted under any circumstances.
- (iii) Use of calculator, Laptop, Palmtop, other Digital/electronic instrumental/ mobile/ cell phone, etc. are not allowed. In case of any candidate is found to be in possession of any gadgets/instruments/books/articles, then he/she would be debarred from the examination and legal proceeding be initiated against the candidates.
- (iv) The specific instructions/guidelines to candidates regarding online/offline written examination shall be mentioned in the admit card and also in the website/portal of CB Agra in due course of time. Candidates are advised to regularly check for any updates regarding the same in the website <https://agra.cantt.gov.in/>.





(v) All the candidates appearing for online/offline examination shall be frisked/checked by Male or female authorized staff/Police, as the case may be, before entering the examination hall so as to ensure fairness & transparency. The candidates refusing for security check shall not be permitted to enter in the examination hall.

(vi) Candidates are required to visit website / Portal <https://www.mponline.gov.in> and <https://agra.cantt.gov.in/> regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date for online/offline written test / Skill test etc. and other information regarding recruitment process.

Place: Agra

Dated: 2022

-S/d-

(Vincet Kumar, IDES)  
Chief Executive Officer,  
Cantonment Board Agra

