

**DELHI CANTONMENT BOARD**  
**DELHI CANTONMENT**

No./DCB/12/VI/Apptt./2017-18

Dated.....<sup>21<sup>st</sup></sup> July, 2017

**INVITES ONLINE RECRUITMENT APPLICATIONS (ORA\*)**

FOR RECRUITMENT TO THE FOLLOWING POSTS

(By using the Website: www.cbdelhi.in)

**ADVERTISEMENT NO.2/2017**

| S. No.<br>/ Post<br>Code | Name of<br>Post   | Pay Band<br>and Grade<br>Pay                       | Number of vacancies & Reservation |     |     |      |                       |                    | Educational Qualification  | Remarks  |  |  |
|--------------------------|-------------------|--|-----------------------------------|-----|-----|------|-----------------------|--------------------|--|--|--|--|
|                          |                   |  | Category                          |     |     |      | Total Including<br>PH |                    |  |  |  |  |
|                          |                   |  | UR                                | SC# | ST# | OBC# | TOTAL                 | PH                 |  |  |  |  |
| 1.                       | Assistant Teacher | PB-2<br>9300-34800,<br>GP: 4200/-<br>(Pre-revised) | 14                                | 08  | 04  | 08   | 34                    | 02<br>1-VH<br>1-OH | <p><b>Essential:-</b></p> <p>1. Senior Secondary (or its equivalent) with at least 50% marks and 2- years Diploma in Elementary Education (by whatever name known) from a recognized Board.</p> <p>OR</p> <p>Senior Secondary (or its equivalent) with at least 45% marks and 2-years Diploma in Elementary Education (by whatever name known) in accordance with the NCTE (Recognition Norms and Procedure) regulations-2002.</p> <p>OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 4-years Bachelor of Elementary Education (B.E.I.ED).</p> <p>OR</p> <p>Senior Secondary (or its equivalent) with at least 50% marks and 2-years Diploma in Education (Special Education) from a recognized Board.</p> <p>OR</p> <p>Graduation and two years Diploma in Elementary Education (by whatever name known) from a recognized Board.</p> <p>2. Pass in the Central Teacher Eligibility Test (CTET) conducted by the Central Board of Secondary Education (CBSE).</p> <p>3. Must have passed Hindi or English as a subject at Secondary level.</p> | The post is identified as suitable for OA, OL, OAL, BL, B, LV. |  |  |

|    |                    |   |           |    |    |           |           |    |   |  |
|----|--------------------|---|-----------|----|----|-----------|-----------|----|---|--|
| 2. | Sanitary Inspector | PB-1<br>5200-20200,<br>GP: `2400/-<br>(Pre-revised) | <b>01</b> | -- | -- | <b>01</b> | <b>02</b> | -- | (i) Matriculation from recognised School/Board/University.<br>(ii) Sanitary Inspector's Diploma from a recognised institution or equivalent.<br>(iii) 3 Years experience in any of the Medical College/Hospital/ Rural Health Centre. | The post is identified as suitable for OA, OL, LV, HH. |
|----|--------------------|---|-----------|----|----|-----------|-----------|----|---|--|

**# Including Backlog Vacancies #**

**NOTE:**

1. **Age Limit: 18-30 years for Assistant Teacher and 18 to 25 years for Sanitary Inspector.**
2. Age limit will be reckoned as on the last date for receipt of online application.
3. On a review it has been decided to consider also the applications for the above mentioned posts received previously, the recruitment process for which has been cancelled due to administrative reasons vide this office Cancellation Notice No. DCB/12/VI/Apptt/2017-18 dated 09.06.2017. Accordingly, those who have already applied for the regular posts of Assistant Teacher and Sanitary Inspector previously, need not apply again. They only need to inform the change in details (if any) such as Address, E-mail etc. giving the particulars of post applied for and date of application, to the Chief Executive Officer, Delhi Cantonment Board, Sadar Bazar, Delhi Cantt-10 so as reach him on or before the last date prescribed for submission of online application. Their eligibility with regard to age, experience etc will remain the same as applicable, on the previous occasion.
4. Age relaxation for SC/ST/OBC/PH candidates will be admissible as per the existing Govt. orders.
5. Candidates appointed under Physically Handicapped quota will be adjusted against the vacancy of their respective categories of SC/ST/OBC/UR.
6. **Only online applications will be accepted.** Application form received from any other source/incomplete applications shall not be entertained and will be **summarily rejected.**

**Date of opening of online Application : 01<sup>st</sup> Sep. 2017**  
**Last Date of submitting online application : 30<sup>th</sup> Sep. 2017**

7. For further details and online application, please log on to our **Website: [www.cbdelhi.in](http://www.cbdelhi.in)**
8. **The vacancies advertised are provisional and liable to vary.** Decision of the Competent Authority would be final, with regard to all matters connected with the recruitment including cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

Sd/-  
 Chief Executive Officer  
 Delhi Cantonment  
**(B. Reddy Sankar Babu)**  
 I.D.E.S.

**DELHI CANTONMENT BOARD**  
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**INSTRUCTIONS FOR THE CANDIDATES**

**1. GENERAL:**

- The candidates must apply online only. No other mode of application shall be accepted.
- The candidates must read the **INSTRUCTIONS FOR APPLYING ONLINE** carefully, which is available on the website of the Board, before filling up Online Application Form for the post(s) concerned. Applications shall not be received in any other mode.
- Benefit of reservation for various categories i.e. SC/ST/OBC etc. shall be given as per the policy of Govt. of India.
- Neither the print out of online application form nor any document should be sent to this board at the time of applying for the post.
- The centres for holding the examination will be in Delhi only.
- The candidates must carry atleast one photo bearing identity proof in original such as Driving License, Election I.D. Card, Aadhaar Card, Identity Card issued by any Govt. Department/ office, to the examination centre, failing which they shall not be allowed to appear for the examination.

**2. MODE OF SELECTION:**

The selection shall be made through Examination/Interview and Physical Endurance Test/Skill Test as applicable to each post. Details in this regard for each post will be published in the Board's Website later. Candidates are advised to keep a watch of the same.

**NOTE:**

- (i) There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in the examinations conducted by the Board.
- (ii) The Board reserves the right to cancel/withdraw any question/questions from the Test.

- (iii)The Board has full discretion to fix minimum qualifying/cut off marks for selection in different categories i.e. UR/SC/ST/OBC/PH/EXSM in order to achieve qualitative selection and to recruit the best talent available.
- (iv)If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference.
- (v) The Board may shortlist the candidates for written examination on the basis of marks in qualifying exam (i.e. minimum educational qualification exam) in case there are a large number of candidates.
- (vi)The Board 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 one year 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, the candidates not being found eligible for appointment or due to resignation of selected candidates within one year of joining the post, shall be filled up from this reserve panel/waiting list.
- (vii)Candidates may apply for more than one post code but the Board may hold the examination for two or more different posts codes on the same day and the candidates may opt to take the examination of anyone post code only.

### **3. ELIGIBILITY CRITERIA:**

- (i) The candidate must be a citizen of India.
- (ii) The educational qualification, age, experience etc. shall be determined as stipulated in the advertisement.

### **4. RESERVATION BENEFITS:**

- (i) Reservation benefits will be available to the SC/ST/OBC/Physically Handicapped & other special category candidates in accordance with the instructions/orders/circulars issued from time to time by the Govt.
- (ii) 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 cut off date;** otherwise their claim for SC/ST/OBC/Physically Handicapped/Ex-servicemen & other special category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise.
- (iii)The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate issued, on or before the cut off date.

(iv) A Candidate belonging to SC/ST/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidates. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting a SC/ST/OBC candidates, they are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

(v) An Ex-serviceman who has already secured employment under the Central Government or its autonomous/local bodies, can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefits, an ex-serviceman as soon as he/she joins any civil employment should give self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies wherever reservation is applicable to the ex-servicemen.

##### **5. AGE RELAXATION:**

| <b>SL.NO.</b> | <b>CATEGORIES</b>   |                       | <b>Extent of age concession</b>  |
|---------------|---|-----------------------|--|
| 1.            | SC/ST   |                       | 05 years   |
| 2.            | OBC   |                       | 03 years   |
| 3.            | PH  |                       | 10 years   |
| 4.            | PH + SC/ST  |                       | 15 years   |
| 5.            | PH + OBC  |                       | 13 years   |
| 6.            | Departmental candidate with at least three years continuous service in the Delhi Cantonment Board   |                       | <p>Upto 05 years for Group ‘A’ and ‘B’ posts (which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post.)</p> <p>Upto 40 years of age (45 years for SC/ST, 43 years for OBC) for Group ‘C’ post (which are in the same line or allied cadres.)</p> |
| 7.            | Meritorious Sports Persons  |                       | Upto 05 years (10 years for SC/ST and 08 years for OBC candidates)   |
| 8.            | Ex-servicemen   | For Group A + B posts | 05 years   |
|               |   | Group C posts         | Period of Military service plus 3 years  |
| 9.            | Disabled Defence services personnel (Group “C”)   |                       | 45 years (50 years for SC/ST, 48 years for OBC)  |
| 10.           | Widows/ divorced women/ women judicially separated and who are not re-married (for Group ‘C’ posts) |                       | Upto the age of 35 years (upto 40 years for SC/ST & 38 for OBC)  |

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

- I. In case of PH, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.**
- II. If a person with disability is entitled to age concession by virtue of being a Departmental Candidate concession to him/her will be admissible either as a person with disability or as a Departmental Candidate whichever may be more beneficial to him/her.**

## **6. HOW TO APPLY:**

- I. Steps:**
  - a) Candidates are required to apply online using the website [www.cbdelhi.in](http://www.cbdelhi.in)
  - b) Candidates will be required to complete the Online Application Form, the instructions for which are available at the above mentioned site. The time cap to fill complete online application will be 30 minutes.
  - c) Before starting the filling up of online application, the candidate must have his/her photograph and signature duly scanned in the jpg format in such manner that each file should not exceed **40KB**. However, it must not be less than **25 KB** in size for the photograph and **10 KB** for the signature (also see guidelines for uploading photograph and signature image).
  - d) The online application form can be filled upto the last date of Advertisement for the post after which the link will be disabled.
  - e) Applicants should avoid submitting multiple applications for one post. However, if due to any unavoidable circumstances any applicant submits multiple applications, then he/she must ensure that the application with higher RID (Registration ID) is complete in all respect. In case of multiple applications, the application with higher RID shall be entertained by the Board.
  - f) The applicants must ensure that while filling their application forms, they are providing their valid and active E-mail Ids as the Board may use electronic mode of communication while contacting with them at different stages of examination process.
  - g) After submitting the Online Application, the candidates are required to preserve the print out of the finally submitted Online Application for each post applied for.
  - h) The candidates are advised to submit the Online Application well in advance, without waiting for the closing date.
- II. Neither the print out nor any document should be sent to this board at the time of applying for the post.**

### **III. Admit-Card**

The information regarding eligible and not-eligible candidates for the post concerned will be available on the official website of the Delhi Cantonment Board. The admit cards to the eligible candidates will be issued by post or through online mode. The details regarding issuance of admit card will be available on the website. The candidates are advised to visit the website regularly for updates. The candidates are also advised to carry a valid Photo ID such as Driving Licence, Election I-Card, Aadhar Card, Identity Card issued by any Govt. Department/Office, to the examination centre failing which, he/she shall not be allowed to enter the examination centre under any condition/circumstances.

### **IV. ADMISSION/REJECTION:**

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

### **V. DOCUMENTS/CERTIFICATIONS:**

After declaration of result, the successful candidates will be called for verification of documents. The following original Documents/certificates and one set of self-attested copies along with hard copy of print out of online application are to be produced at that time:-

- I. Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth/birth certificate issued by the Competent Authority in support of claim of age.
- II. Degree/Diploma/Other educational qualification certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- III. Certificate(s) in the prescribed proforma from the Heads(s) of Organization(s)/Department for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be issued in prescribed format relevant to the post. Experience certificate not in prescribed proforma but containing all the details as mentioned above would be considered on merits by the Board.
- IV. Caste certificate by candidates seeking reservation as SC/ST, in the prescribed proforma from the competent authority indicating, clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST and the village /town the candidate is ordinarily a resident of. OBC benefit shall be given only to the candidates having certificates issued by competent authority.

- V. Physically Handicapped certificate in prescribed proforma issued by the competent authority by the Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped certificate 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 specialist in the particular field for assessing Locomotor/Cerebral/Visual/Hearing disability, as the case may be.
- VI. Certificate/Document in respect of age relaxation claimed.
- VII. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ adhoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
- VIII. Documentary support for any other claim(s) made.
- IX. The relevant certificate (SC/ST/OBC/Non Creamy Layer/PH/Educational /Experience etc.) should be issued on or before the cut off date.

## **7. GENERAL INSTRUCTIONS FOR CANDIDATES**

- (i) The Board makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of scrutiny and 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 selected candidates on appointment will be governed by the provisions of Cantt Fund Servant Rules 1937 as amended from time to time and Govt. instructions issued from time to time.
- (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. organisations.
- (iv) The vacancies advertised are provisional and liable to vary. 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 Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- (vi) The Board reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reasons(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the Board. The Board 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.
- (viii) No representation on any grounds for non-appearance for the test/interview etc. 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/interview as the case may be.
- (x) The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. The Board also reserves the right to direct candidates of any centre to some other centre to take the exam. 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 Examination 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 will be allowed to fill up his/her identity particulars on OMR sheet/answer script 15 minutes before the commencement of the examination. Filling up of Wrong/Incorrect particulars and cuttings/overwriting in OMR answer sheet shall invite cancellation of candidature.
- (xiii) The OMR Answer Sheet/Descriptive answer sheet must be handed over to the invigilator after completion of Examination as mentioned therein.
- (xiv) The candidates should scrupulously follow the instructions 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.
- (xv) 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 and put his/her left thumb ink impression on the attendance sheet and OMR Answer Sheet/Descriptive answer sheet in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space.

(xvi) The OMR answer sheet/descriptive answer sheet will be collected by the Invigilator immediately after expiry of prescribed time for Examination and will be handed over to the Centre Superintendent.

(xvii) After the examination is over, the candidate should hand over the OMR Answer Sheet/Descriptive answer sheet to the Invigilator before leaving the room. Any candidate who does not return the OMR Answer Sheet/Descriptive answer sheet or is found attempting to take the OMR answer sheet outside the examination hall or pass on the Question Booklet to someone else inside the examination hall will be disqualified and the Board may take further appropriate action against him/her as per rules. Question papers may be taken by the candidates.

(xviii) The Board 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).

(xix) Use of Calculator, Laptop, Palmtop, other Digital/electronic Instrument/ Mobile/ Cell phone, Paper 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 centres.

(xi) In case of any discrepancies among the English and Hindi version of advertisement/ Information, the English version will be treated as final.

## **8. Special Instructions to Physically Handicapped Candidates**

Physically Handicapped (PH) candidates in upper extremities including orthopaedic disabilities which affect the motor and coordination skills, dyslexic and cerebral palsy persons (hereinafter referred to as PH candidates) who are unable to write themselves (with Physical disabilities not less than 40%) can avail the assistance of a scribe for writing replies on their behalf.

## **9. Special Instructions to Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI):-**

- a. If any blind (VH) or partially blind (VI) candidate receives the admit card indicating any category other than VH or VI, as the case may be, the candidate should approach the Board for correction of category in the admit card.
- b. Visually handicapped (VH) candidates (including Blind and partially blind persons) with visual disabilities not less than forty percent can avail the assistance of a SCRIBE for writing answer on their behalf.

**10. Common Instructions to Physically Handicapped & Visually Handicapped Candidates i.e. Blind (VH) & Partially Blind Candidates (VI).**

- a. 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.
- b. If any VH/PH/VI candidate receives the admit card indicating any category other than VH/PH/VI, as the case may be, the candidate should approach the BOARD for correction of category in the admit card on the dates & time mentioned above for issue of duplicate admit cards.
- c. VH/PH/VI 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.
- d. A prescribed Proforma “Declaration of the Scribe (writer)” & ”Declaration by the VH/PH/ candidate” in this regard is being sent to the Visually &Physically Handicapped candidates along with his Admit Card. In case of non receipt of the above Performa, the candidates may collect the same 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.cbdelhi.in](http://www.cbdelhi.in)
- e. The declaration of the scribe and the declaration of the VH/PH Candidate, duly attested by a Gazetted officer, shall be verified/ countersigned by a designated officer of the board at the office of the Board on the dates & time mentioned above for issue of duplicate admit cards and at the Examination Centre on the day of Exam.
- f. The VH/PH candidate is required to bring his own original Disability Certificate issued by competent Medical Board along with above mentioned declarations and the following documents of the Scribe at the office of the Board on the dates & time mentioned above for issue of duplicate admit cards i.e. (i) Attested copy of the Identification Proof, (ii) Attested copies of Educational Qualification and (iii) Two recently taken Passport size colour photograph duly attested by a Gazetted Officer.
- g. The declaration of the scribe and the declaration of the VH/PH attested by a Gazetted officer shall be verified/ countersigned by a designated officer of the board at the examination centre 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.

h. 20 minutes per hour extra shall be given in addition to the normal time to all the VH/PH candidates only, with permission to use the facility of scribe duly verified by Board.

**11.** 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.

Sd/-  
Chief Executive Officer  
Delhi Cantonment  
**(B. Reddy Sankar Babu)**  
I.D.E.S.