

# OFFICE OF THE CANTONMENT BOARD AMRITSAR

## EMPLOYMENT NOTICE

Application from eligible candidates are hereby invited for the recruitment of following post in the Cantonment Board Amritsar. The application format, Age Limit as per CBESR, 2021 and terms and conditions can be obtained from the official website of Cantonment Board Amritsar i.e. <https://amritsar.cantt.gov.in/recruitment>. **The Last date of Receipt of application is 21<sup>st</sup> January, 2023.**

Post Name	No. of Posts	Category	Minimum Educational/Technical Qualification	Pay Scale
Pump Attendant	01	UR	ITI Diploma in Electrical Trade from any Govt recognized institution	<b>Pay Matrix level – 3</b>  <b>Initial basic – Rs. 19900</b>

### Terms and conditions

1. Before applying, candidates are advised to go through the advertisement carefully in details for determining their eligibility as per laid down criteria for the post.
2. The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
3. Candidates are requested to send their applications by post (registered/speed post only) to the office of Cantonment Board Amritsar on or before **21-01-2023**. No other means/mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number so that any correspondence can be done with the candidate.
4. The postal address for sending the duly filled and signed application form is:-  
**Chief Executive Officer**  
**Office of Cantonment Board Amritsar**  
**Harkirat Road, Amritsar Cantt**  
**Distt Amritsar - 143001**
5. A demand draft of Rs. 500/- issued by any Nationalized bank (in case of unreserved category candidates only) in favour of Cantt Fund Account, Cantonment Board Amritsar Cantt payable at Amritsar is to be sent along with duly filled application form. SC/ST/PWD/Women are exempted from payment of application fee. OBC candidates are required to send a demand draft of Rs. 250/- along with application form.
6. The age limit for applying to the post of Pump Attendant as per Cantonment Board Employees Service Rules (CBESR), 2021 is not less than 21 years (lower age limit) and not more than 30 years (upper age limit) **as on last date of receipt of application.** Further, the age relaxation for various categories in upper age limit will be as under:-

Categories	Relaxation
UR	No age relaxation
OBC	03 years (Only against reserve post of same category vacancy)
SC/ST	03 years (Only against reserve post of same category vacancy)

PH+UR	10 years
PH+OBC	13 years
PH+SC/ST	15 years
Ex servicemen (UR)	03 years after deduction of military service rendered from the actual as on the last date for receipt of application
Ex servicemen (OBC)	06 years after deduction of military service rendered from the actual as on the last date for receipt of application
Ex servicemen (SC/ST)	08 years after deduction of military service rendered from the actual as on the last date for receipt of application
Departmental candidates (UR) who have rendered atleast 03 years of continuous service as on last date for receipt of application	Upto 40 years
Departmental candidates (OBC) who have rendered atleast 03 years of continuous service as on last date for receipt of application	Upto 43 years
Departmental candidates (SC/ST) who have rendered atleast 03 years of continuous service as on last date for receipt of application	Upto 45 years

The date of birth, accepted by the Amritsar Cantonment Board is that entered in the Matriculation 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 when asked for by Cantonment Board Amritsar. 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 Amritsar 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 Cantonment Board Amritsar for the purpose of admission to an Examination, no change will be allowed subsequently or at any other Examination of the CBA on any grounds whatsoever.

## **Reservation benefits:**

- Reservation benefit will be available for category candidates in accordance with the instructions/orders/circulars issued from time to time by the Govt.
- 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 on or before the last date of receipt of application; otherwise their claim for OBC/Persons with Benchmark Disabilities (PwBD)/ex-servicemen shall be rejected.

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

**Note:** The terms and conditions of the above mentioned Employment Notice remain unchanged.

2. The candidate shall be held responsible for correctness of all information given by him/her and in case of any information / documents found to be incorrect at a later stage, action shall be taken against the candidates including dismissal from service & also filing legal proceedings as per prevailing law.
3. No request for change of any entries or part, originally indicated in the application form shall be entertained.
4. **The Photocopies of the following self attested documents should accompany the application form:-**
  - a. Application form duly signed by the candidate.**
  - b. Demand draft (in original) of application fee (if applicable)**
  - c. Certificate for Ex-service men (if applicable)**
  - d. Identity Card (Passport/Aadhaar Card/Driving License/Voter ID card/PAN card/Employer ID card (Govt./PSU/Private) etc.**
  - e. Two latest passport size photographs (one photo to be pasted on the application and other to be attached with the application indicated his/her name on back side).**
  - f. Self addressed postcard & envelope. The candidates should mention post name on the envelope.**
5. All the service rules applicable to Cantonment Fund Servants under the provisions of Cantonment Board Employees Service Rules, 2021 as amended from time to time and Govt. instructions issued from time to time shall apply.
6. The Hall Ticket will be issued to the eligible candidates after scrutiny of received applications.
7. No correspondence in regard to the appointment will be entertained and no representation on any ground for non appearance for the exam etc., by the candidates will be entertained and his / her candidature will not be considered in such an eventuality. Canvassing in any form for appointment will be treated as disqualification.
8. Persons already employed should sent applications through proper channel. Age relaxation applicable as per Govt. rules.

9. The candidate should not have been convicted by any Court of Law and any dispute relating to above Employment Notification should be dealt within Amritsar Jurisdiction.
10. **Persons with Disability Category** shall attach proof of physical disability (certificate from recognized authority).
11. **Incomplete / unsigned / without Demand Draft (DD) / late received applications shall be summarily rejected and DD will not be returned/refunded. Similarly, submitted applications along with documents will not be returned.**
12. TA/DA will not be admissible for attending test and selected candidates will have to make their own arrangement of stay at Amritsar, if required.
13. The decision of Cantonment Board, Amritsar in all matters relating to acceptance or rejection of an application, eligibility/ suitability of a candidate shall be final and binding for all the candidates.
14. The candidates should have valid Email ID and a working mobile number for applying the Examination. The applicants are advised not to change Email ID and mobile number during the process of recruitment. They are also advised not to give mobile number/ Email ID of any unknown person to avoid any complication.
15. After the Examination, details regarding marks obtained by each candidate will be put up on the website of the Cantonment Board, Amritsar.
16. Candidates are advised to check the website of Cantonment Board Amritsar i.e. **[amritsar.cantt.gov.in](http://amritsar.cantt.gov.in)** regularly for any updates regarding the exam date, admit cards, issue of roll Nos. etc.
17. Any Govt Employee/ Cantt Board employee applying for the post should apply after obtaining due NOC from HOD.
18. Any doubts/clarifications regarding the application can be cleared from the office of Cantonment Board, Amritsar Cantt on any working day between working hours on or before the last date of receipt of applications.
19. Any corrigendum/changes regarding the examination will only be notified through the website- **[amritsar.cantt.gov.in](http://amritsar.cantt.gov.in)** and no other medium of giving information to candidates will be incorporated.
20. The tentative date of examination will be in the 1<sup>st</sup> week of February 2023, However, the exact date of the examination will be updated through the website **[amritsar.cantt.gov.in](http://amritsar.cantt.gov.in)**.
21. **Pattern of written examination:-**
  - i) General Knowledge/Awareness- 10 questions (10 marks)
  - ii) Mental Ability/I.Q. Determination - 15 questions (15 marks)
  - iii) Mathematical Skills (Matric level)-15 questions (15 marks)
  - iv) English Language (Matric level)- 10 questions (10 marks)
  - iv) As per prescribed academic qualification- 50 questions (50 marks)  
(Diploma level)

**There will be negative marking in the exam. For every wrong answer, ¼ marks will be deducted.**

## **Syllabus of Examination:-**

### **Mental Ability/I.Q. Determination:- (15 questions)- 15 marks**

It will include both verbal and non-verbal type questions. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem-solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

### **General Knowledge/Awareness: (10 questions) – 10 marks**

Questions will include general awareness regarding politics, sports, history, geography, important events and current affairs.

### **Mathematical Skills (Matric level): (15 questions)- 15 marks**

#### **Topics:-**

- Computation of whole numbers
- Decimals
- Fractions and relationships between numbers
- Profit and Loss
- Time and distance
- Time & Work
- Percentage
- Ratio & Proportion
- Discount
- Partnership Business
- Mixture and Alligation
- Square roots
- Averages
- Graphs of Linear Equations
- Triangle and its various kinds of centers
- Congruence and similarity of triangles
- Interest
- Basic algebraic identities of School Algebra & Elementary surds
- Circle and its chords
- Triangle
- Quadrilaterals
- Tangents
- Angles subtended by chords of a circle,
- common tangents to two or more circles,
- Regular Polygons,
- Circle,
- Right Prism,
- Right, Circular Cone,
- Right, Circular Cylinder,
- Sphere,
- Heights and Distances
- Hemispheres,
- Rectangular Parallelepiped
- Regular Right Pyramid with triangular or square base
  
- Histogram

- Frequency polygon
- Bar diagram & Pie chart
- Trigonometric ratio
- Degree and Radian Measures, Standard Identities
- Complementary angles

**English Language: (10 questions)- 10 marks**

**Topics:-**

- Vocabulary
- Grammar
- Sentence structure
- Synonyms/Homonyms
- Antonyms
- Spot the Error
- Fill in the Blanks
- Spellings/ Detecting mis-spelt words
- Idioms & Phrases
- One-word substitution
- Improvement of Sentences
- Active/ Passive Voice of Verbs
- Conversion into Direct/ Indirect narration
- Shuffling of Sentence parts
- Shuffling of Sentences in a passage
- Cloze Passage
- Comprehension Passage

**As per prescribed academic qualification - 50 questions (50 marks)**

- As per academic syllabus of ITI Diploma level (Electrical)

22. **Mode of selection:-** The selection for the post of pump attendant shall be based on the marks obtained in written examination only. A skill test of qualifying nature shall be taken by calling candidates 03 times of the number of vacancies advertised.

23. **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 Admit cards will be sent by registered post through the self addressed envelope received with the application. If admit card is not received 05 days prior to the date of examination, the candidate may contact the office of Cantonment Board Amritsar through email i.e. [ceoamri-stats@nic.in](mailto:ceoamri-stats@nic.in) .

24. 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.

25. **Date, Time & Venue of Examination:** - The exact date, time & venue of the written examination shall be published on website <https://amritsar.cantt.gov.in>.

26. At the time of test, the Candidates must bring Identity proof and recent passport size photographs with him/her along with original Admit Card.

27. 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.

28. The appointment will be provisional for a period of 2 years.

29. If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age get preference.

30. 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 or the candidates not being found eligible for appointment after verification of documents/certificates of selected candidates within one year of joining the post, the same shall filled up from this reserve waiting list.

31. 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 Amritsar Cantonment Board. The Amritsar Cantonment Board will take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Skill Test.

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

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

34. The Cantonment Board Amritsar reserves the right not to fill up the post advertised without assigning any reason.

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

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

37. 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 with immediate effect.

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

39. **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. Recommendation of any kind will lead to disqualification for the post

**40. 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 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.

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

d. 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.

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

f. 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.

g. 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.

h. 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)

i. 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.

j. All the applicants are required to be present at least one hours prior to the time of examination on the venue of examination on the date before the commencement of written test. Any delay in presence can be marked as absent.



k. 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.

l. 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.

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

n. 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.

o. 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.

p. 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

q. After the examination is over, the candidate should hand over the OMR Answer sheet 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 behaviour, the appointing authority will take further action against him/her as per rules.

r. 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.

s. **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

t. 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.

u. Amritsar Cantonment Board will not be responsible for any loss in this regard

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

Chief Executive Officer  
Cantonment Board Amritsar

**APPLICATION FOR THE POST OF PUMP ATTENDANT**

To

The Chief Executive Officer,  
Cantonment Board Amritsar  
  
Distt Amritsar, Punjab- 143001

**Affix recent  
passport  
size  
photograph**

1. Name of the applicant  
in full (in block letters) .....
2. Father's / Husband's Name .....
3. Date of Birth (DD/MM/YYYY) .....
4. Age as on **last date**                      Years: ..... Months: ..... Days: .....
5. Gender .....
6. Nationality .....
7. Present Address for communication .....  
(in block letters with pin code)  
.....
8. Contact No. & E-mail ID .....
9. Experience (if any) .....
10. Educational qualification:

<b>Examination passed</b>	<b>Year of passing</b>	<b>% of marks/ CGPA</b>	<b>Name of School/Board</b>
10 <sup>th</sup>			
12 <sup>th</sup>			
ITI Diploma or higher			

**11. Processing Fees:**

Bank Draft No. .... Date.....

Amount: **Rs.500/-** Name of Bank .....

(Pl. write your name and address on the backside of the DD) **(Write NA if not applicable)**

## **DECLARATION**

I hereby declare that, above statements are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or being not eligible in terms of eligibility criteria, my candidature & appointment is liable to be cancelled without any notice at any stage.

Name & Signature of the Candidate