



CANTONMENT BOARD MORAR
MINISTRY OF DEFENCE
REQUIREMENT OF VARIOUS POSTS

Apply online at www.cbmorar.org.in

No.: III/10/CFSR-MC/351 dated 12 December, 2017

1. IMPORTANT DATES:

On-line Registration of Applications Opening Date and Time	08-01-2018 at 00:00 Hrs
Last Date for Registration Closing Date and Time	28-01-2018 at 23:59 Hrs
Last Date of Sending self-attested copies of documents alongwith duly signed OAF.	05-02-2018 at 1730 Hrs

2. POSTS PAY SCALE, ELIGIBILITY CRITERIA & QUALIFICATION:

S.No.	Name of Post	No. of Post	Essential Qualifications	Pay Scale as per 7 th PC
1.	Lady Doctor (Female)	01 (UR)	MBBS from recognized University and registered in Medical Council of India.	56100-177500 + Allowances as admissible
2.	Staff Nurse (Female)	01 (UR)	(i) Higher Secondary pass with Science subjects (Physics, Chemistry and Biology) (ii) B.Sc Graduate in nursing/GNM diploma (iii) Registered in Government Nursing Council	25300-80500 + Allowances as admissible
3	Junior Clerk	02- 01 (UR) 01-*PH- VH (low vision)	(i) 12 th Class or Equivalent qualification from a recognized Board or University. (ii) Pass Hindi and English typing from a Govt. recognized institution. Desirable : Knowledge of Computer	19500-62000 + Allowances as admissible
4	Chowkidar	01- (ST)	8 th Standard Pass	15500-49000 + Allowances as admissible
5	Safaiwala	16- 08 (UR) 03 (SC) 02 (ST) 03 (OBC)	8 th Standard Pass	15500-49000 + Allowances as admissible
6	Safaiwala-cum-Chowkidar	01 (UR)	8 th Standard Pass	15500-49000 + Allowances as admissible

UR: Unreserved

The numbers of vacancies may increase/ decrease.

- A candidate must be a citizen of India.
- Post of Lady Doctor and Staff Nurse are for female candidates only.

3. AGE:

Categories of Vacancy	Age as On Closing Date of Application i.e. 28-01-2018
UR	18 – 25 years
OBC	25 Years + 03 Years
SC	25 Years + 05 Years
ST	25 Years + 05 Years
Age Relaxation in addition to above mentioned upper age limits: Physically Handicapped	25 Years + 10 Years
Ex-Servicemen	A A. UR: 03 years after deduction of the military service rendered from the actual age on the date of reckoning. B. OBC: 06 years after deduction of the military service rendered from the actual age on the date of reckoning. C. SC/ST: 08 years after deduction of the military service rendered from the actual age on the date of reckoning.
Departmental candidates with three years continuous service in Cantonment Board Morar.	Up to 40 years

NOTE:-

4. APPLICATION FEE (NON-REFUNDABLE):

- **Rs. 300/-** for the Post of Lady Doctor.
- **Rs. 200/-** for the Post of Staff Nurse and Junior Clerk
- **Rs. 100/-** for the Post of Chowkidar, Safaiwala and Safaiwala-cum-Chowkidar through bank Remittance or NEFT in the **State Bank of India Account number 10504677180 IFSC Code SBIN0004661, Morar, Gwalior-Madhya Pradesh** However, **No fee will be charged for SC/ST and Physically Handicapped (PH) candidates.** Online application form will guide applicants to generate the Challan from website. Candidates can either pay by cash through generated Challan or NEFT/IMPS.

CANDIDATES MUST ENSURE TO PAY TRANSACTION CHARGES(AS APPLICABLE) ALONGWITH PRESCRIBED FEE. CANTONMENT BOARD MORAR WILL NOT BE RESPONSIBLE FOR NON PAYMENT OF PRESCRIBED FEE OR LESS DEPOSITION OF FEE IN THE CANTT BOARD ACCOUNT.

5. **SELECTION PROCEDURE**

a. **SELECTION PROCEDURE:**

Selection will be made strictly on the merit of WRITTEN EXAMINATION and SKILL TEST, wherever applicable.

There will be no Interview/Personality Tests. A provisional list of successful candidates will be published. Mentioned names in the provisional list does not entitle the candidate to claim employment. Request for postponement of the examination and change of center/venue will not be entertained under any circumstances.

Based on the performance of candidates in the written examination, skill test, merit list will be prepared. The candidates are mandatorily to submit their self attested documents along with their Online Application Form (OAF) duly signed on or before 05-02-2018.

The appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test to be conducted by the Cantonment Board, Morar.

b. OTHER INFORMATION

Post-wise provisional selected list of the candidates will be made in order of merit separately.

No travelling or other expenses will be paid by CBM for attending the written test.

C. RESOLUTION OF TIE CASES

If there is a tie in the total marks

- a) The candidate older in age gets preference.
- b) If the tie still persists, it is finally resolved by refer Tying to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

6. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

IMPERSONATION/SUPPRESSION OF FACTS/WARNING:

- Furnishing of any false information to the CBM or deliberate suppression of any information at any stage or resorting to impersonation and other acts of misconduct will render the candidate disqualified and debarred from appearing at any selection or examination for appointment to Cantonment Board, Morar. If appointed, the service of such candidate is liable to be terminated. This is apart from any other action that may be considered necessary.
- No Candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise the candidates will be debarred for lifetime from appearing in all CBM examinations as well as debarred from any appointment in Cantonment Board, Morar. In addition, legal action will be taken against the candidate.
- Any material suppression of facts or submitting forge certificate/caste certificate by a candidate for securing eligibility and/or obtaining privileges in the examination shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied
- Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examinations of the CBM for lifetime. He/she will also be debarred from getting any appointment in Cantonment Board Morar. Such candidates are liable to be prosecuted by lodging FIR.
- The Decision of CBM shall be final and binding.

7. GENERAL CONDITIONS:

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification of document, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by CBM.

Candidates can apply for more than one post provided they possess required qualification for the post. The Centres allotted by CBM will be final and binding.

Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers/Electronic watches/calculators/Bluetooth to the venue of the examination. Arrangement for safe-keeping cannot be assured.

Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe keeping of the same cannot be assured. CBM will not be responsible for any loss in this regard. Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted by CBM for determining the age and no subsequent request for its change will be considered or granted.

CBM also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.

Change of Centre of Examination will not be allowed under any circumstances.

CBM reserves the right to cancel any Centre/venue and ask the candidates of that centre to appear from another centre/venue. CBM also reserves the right to divert candidates of any centre/venue to some other centre/venue to take the examination.

The decision of CBM in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Dates of all examinations and results will be given on the website www.cbmorar.org.in. Any corrigendum to this Advertisement will be published on the above website.

The candidates whose applications are rejected are also displayed in the website www.cbmorar.org.in along with the cause of rejection. The details of eligible as well as ineligible candidates for a particular post will also put on the website www.cbmorar.org.in, prior to the written examination for that post. CBM will not be responsible for any failure on part of candidates to download Call letters/Admit Cards. CBM will not intimate candidates who are not selected in written examination or any other test.

Selection in this examination by CBM does not confer upon candidates any right of appointment in Cantonment Board, Morar.

Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules will stand good. CBM reserve the right to consider/incorporate any subsequent changes/modifications/additions in the terms & conditions to recruitment under this Employment Notice necessitated and applicable.

Any dispute in regard to this recruitment will be settled in courts/tribunals at Gwalior.

MOBILES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. CANDIDATURE OF CANDIDATES IN POSSESSION OF SUCH GADGETS WILL BE CANCELLED FORTHWITH. CBM CONSIDERS SUCH POSSESSION AS ADOPTING UNFAIR MEANS.

CBM is not responsible for any inadvertent error. In the event of any dispute about interpretation, the English version will be treated as final.

WARNING: Beware of Touts and job racketeers trying to deceive you by false promises of securing job in Cantonment Board either through influence or by use of unfair and unethical means. CBM has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence CBM directly or indirectly shall be disqualified straightaway and legal action can be initiated against them.

8. HOW TO APPLY

No manual applications would be entertained.

The online application shall be at www.cbmorar.org.in. The link will remain active from 08-01-2018 at 00:00 Hrs to 28-01-2018 at 23:59 Hrs.

It will be easy for candidate if he/she can scanned copy of his/her recent passport photo and signature for on-line submission in the template given.

Before filling the online application the candidate should make sure that he/she has the following details in hand readily available

- *A valid email address. An email address once registered will not be allowed to be altered.*
- *A valid mobile number.*

Please note that there is no edit option available at any stage of application process. Candidates have to complete step 1 and step 2 in one attempt only. Candidates are advised to carefully check their data filled before submitting and uploading photo and signature in one attempt. Filling of incorrect/errorred data will lead to disqualification.

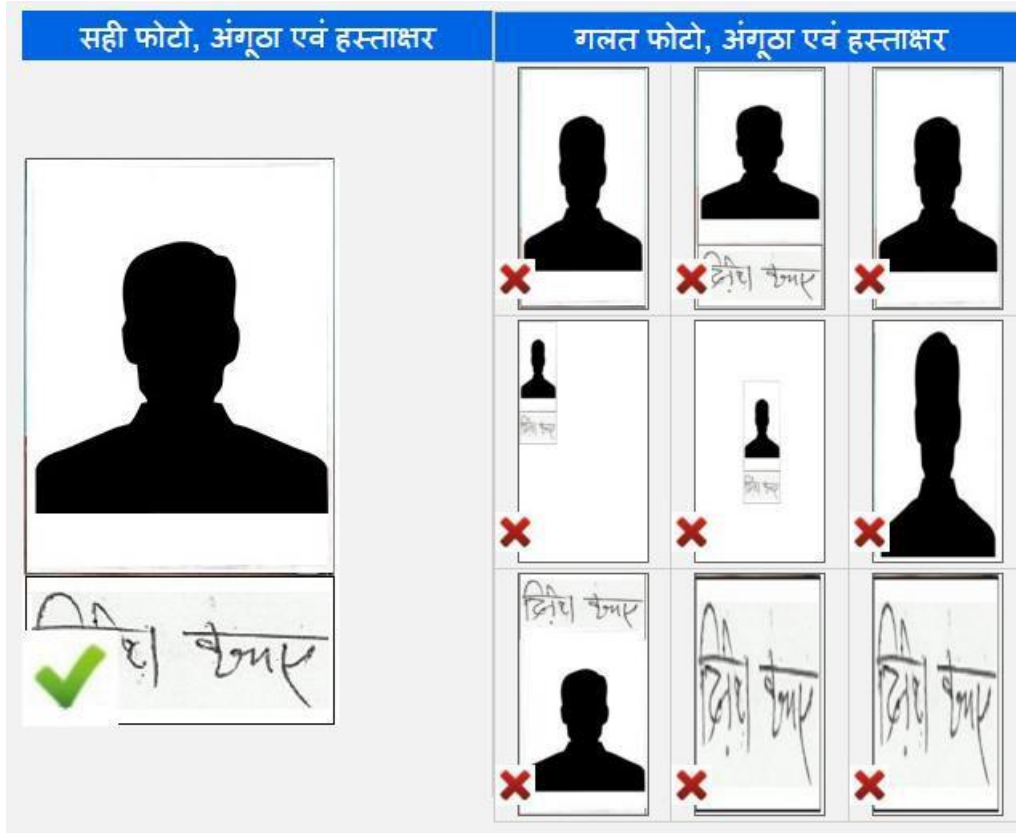
The candidates are required to follow the steps are described as under:-

- A) **Step 1 of 5:-** Basic details. This step is applicable to all candidates.

B) **Step 2 of 5:-** Upload Photo and Signature. This step is applicable to all candidates.

Paste your **color photo** and sign in the space provided in the template given at the bottom of this document or download it from the website. Scan in .jpg/.png/.gif/.bmp format and crop it to upload. Your photo must not be older than 3 months and signature must not be in Capital letters of your name. Image size should be 30 kb to 100 kb. (Please see samples of photo and signature). Candidates uploading photo with wearing black glasses, cap, and tilted face may lead their candidature to be rejected.

SAMPLE IMAGES AND SIGNATURE



Note: Please upload your picture and sign in one attempt only.

C. **Step 3 of 5:-** Validate and Print challan. This step is applicable to all candidates.

For SC/ST/ PH candidates: Enter your details to validate your fee exemption. After entering your details your application will be locked and you will be directed to take printout of your application form.

For other candidates: Enter your details to generate challan. Print this challan and deposit the fee in any bank or NEFT.

D. **Step 4 of 5:-** Enter Fee Details. This step is NOT applicable to those candidates who are exempted from fee.

d.1) Candidates other than SC/ST/PH are required to fill the transaction number / UTR No. Journal No. /Given to them by the bank.

d.2) Enter the date of fee deposited in (yyyy-mm-dd) format.

E. Step 5 of 5:- Print application form. This step is applicable to all candidates.

Take the printout of Online Application Form (OAF) and sign the application form in space provided at the end of application form. The candidate must send their OAF duly signed and self-attested copies of documents to this Office on or before 05-02-2018 at the given address:

**Office of the Cantonment Board Morar,
Subhash Marg, Morar Cantt.
Morar, Gwalior - 474006**

Candidates who will not submit their OAF along with one set of photocopy of documents shall not be allowed appearing in the examination.

In case candidate is claiming fee exemption, copies of certificates (Self- Attested) supporting the same must be enclosed in the hard copy of application.

***Very Important: The applicants who are submitting multiple applications should note that only the applications with higher Registration ID shall be entertained by the CBM and fee paid against one Registration ID shall not be adjusted against any other Registration Id.**

In addition, No Objection Certificate from the competent authority, if already employed in Cantonment Board Morar.

9. REJECTION OF APPLICATION:

Candidates are requested to read all instructions thoroughly before applying online. Otherwise, their applications are likely to be rejected on one or more of the following reasons:

- Incomplete Application
- Fees not remitted if applicable
- Copies of requisite certificates (Self- Attested) for Fee Exemption not enclosed.
- Does not possess the prescribed qualification for the post on date of application.
- Over aged or under aged or Date of Birth not filled or wrongly filled.
- Application without color photo (or) photo with cap, wearing goggles, disfigured, unrecognizable, or scanned of Xerox copy.
- Candidate's name is figuring in the debarred list.
- Any other irregularities which are considered invalid by CBM.
- Only a single application will be entertained for one post. Candidature in respect of multiple applications will be rejected outright without any notice to such candidates.

10. INFORMATION & COMPLAINT

Candidate must check the web-site for updates on the examinations process. CBM will complement on-line application with e-mail alerts through which candidates are provided with the information such as date and time of Examination etc. on their registered Email Id.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

PLEASE REFER TO THE WEBSITE (www.cbmorar.org.in) FOR IMPORTANT UPDATES ON THE EXAMINATION.

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