



# WELLINGTON CANTONMENT BOARD

Ministry of Defence, Government of India

Wellington, Tamil Nadu - 643 232

Tel: 0423 – 2230213, Fax: 0423-2234431

E-mail:ceowellington@gmail.com, Web:www.cbwellington.in

No. Appointments/ X /Accts

23-06-2017

Applications are invited only through **ONLINE MODE** upto **11-Aug-2017 6.00 PM** for Direct Recruitment to the following posts in Cantonment Board Wellington.

Name of the Post	No. of vacancies and reservation	Pay Band and Grade Pay	Essential Educational Qualification	Desirable Qualification
Lower Division Clerk	02 (GEN)	5200-20200 + 2400 GP	Bachelor's degree in any stream, Typewriting passed in English lower and Computer Knowledge.	Typewriting passed in Tamil lower and working knowledge in Hindi
Office Assistant	01 (GEN)	4800-10000 + 1300 GP	HSC / Diploma	Typewriting passed in English lower and Computer Knowledge
Mason	01 (GEN)	5200-20200 + 2400 GP	Xth std pass with ITI Mason trade certificate from a recognized Government Institution	Possessing at least 3 years work experience
Mazdoor	01 (OBC) 03 (GEN)	5200-20200 + 2400 GP	ITI trade certificate in Wireman / Fitter / Carpenter/ Plumber / Electrician / Mason course from a recognized	Possessing at least 3 years work experience

			Government Institution	
Safaiwala	01 (SC) 03 (OBC) 04 (GEN)	4800-10000 + 1300 GP	VIII th Std Pass / Fail, must be literate in local language. Should be able to do all cleaning related works.	Should possess sound mental and physical health
Electrical Lineman	01 (OBC)	5200-20200 + 2600 GP	Xth std pass with ITI Electrician trade certificate from a recognized Government Institution	Previous field experience of at least 3 years in maintenance of street lighting, pump sets, gensets etc
Male Nursing Assistant	01 (GEN)	4800-10000 + 1300 GP	Xth std pass with minimum two years experience in any reputed Hospital in the corresponding field.	-
Secondary Grade Teacher	03 (GEN)	5200-20200 + 2800 GP	1)HSC Passed, 2)Should have completed Secondary Grade Teacher Training or B.Ed.	Bachelor's degree in English, Tamil, Maths, Science subjects, History or Geography and B.Ed degree. Passed in TET. Minimum 2 years teaching experience.

**Note:** - OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, GEN-General Category

## 2. EXAMINATION FEE:

The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the concession given below.

Category	Concession	Condition
(i) Scheduled Castes / Scheduled Tribes	Full Exemption	Should submit the community certificate
(ii) Differently Abled Persons, Destitute Widow of all communities	Full Exemption	(i) For Disabled persons, the disability should be 40% and above. (ii) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector/ Assistant Collector
(iii) Transgender	Full Exemption	Should submit the required certificates from District medical Board

### Note:

Failure to pay the prescribed fee along with the application on time will be liable for rejection of application.

## 3. IMPORTANT DATES

Date of Notification	23-06-2017
Last date for submission of applications	<b>11-08-2017, 6.00 PM</b>
Date of Examination	The date of examination will be intimated to eligible candidates along with the Hall Ticket

## 4. QUALIFICATIONS

AGE(as on 11-08-2017):

Category of Applicants	Minimum Age (as on 11-08-2017)	Maximum Age (as on 11-08-2017)
SCs, STs	18 Years	30 Years
OBC/ Transgender	18 Years	28 Years
Others / GEN	18 Years	25 Years
Differently-abled	18 Years	40 Years(for SC/ST) 38 Years(for OBC) 35 Years (for GEN)
Departmental Candidates	18 Years	Age relaxation as per rules

*Note: Minimum and Maximum age denotes only the completed age.*

## 5. GENERAL INFORMATION

- a) The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalization of selection.
- c) No conveyance, TA/DA or any other allowance will be paid for appearing for the Written test/Skill test
- d) Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel.
- e) The above post is on permanent basis and probation period will be as per rules. The CEO reserves the right to accept/reject any or all the applications without assigning any reasons thereof.
- f) If the applicant wishes to apply for more than one post, **separate application for each post should be made through online.**
- g) **Applications and fee payment received through offline mode will be summarily rejected and the candidates are advised to apply only through online.**

## 6. MODE OF PAYMENT OF EXAMINATION FEE:-

- a) Examination fee of Rs.100/- (Rupees One hundred only) is payable only through online mode using Net Banking/credit card/Debit card.
- b) Applicants should also pay the service charges applicable to the State Bank of India
- c) Applicants can avail exemption from paying examination fees as per eligibility criteria.
- d) Offline mode payment in the form of Demand Draft / Postal Order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.
- (For further details regarding the Examination fee concessions refer para 2 of 'Instructions to Applicants').

## 7. PROCESS OF SELECTION:-

Sl.N o	Name of the Post	Skill Test	Written Test
1	Lower Division Clerk	No	Yes
2	Office Assistant	No	Yes
3	Mason	Yes	Yes

4	Mazdoor	Yes	Yes
5	Safaiwala	Yes	No
6	Electrical Lineman	Yes	Yes
7	Male Nursing Assistant	Yes	Yes
8	Secondary Grade Teacher	No	Yes

\* The skill test is only qualifying in nature except for the post of safaiwala. The marks obtained in the skill test by the applicants who are declared qualified for admission to the written examination will not be counted for determining their final order of merit. For safaiwala, only skill test will be taken into consideration for final order of merit and there will be no written test. There will be no interview for any of the above mentioned posts.

#### 8. SYLLABI FOR WRITTEN /SKILL TEST

Sl.No	Name of the Post	Skill Test	Written Test
1	Lower Division Clerk	No	<p><b>Duration-3 Hrs (150 Marks)</b></p> <p><b>General Studies:</b> Current events of national and international importance, History of India and Indian National Movement, Indian and World Geography - Physical, Social, Economic Geography of India and the World-Indian Polity and Governance – Constitution, Political system, Panchayat raj, Public Policy, Rights Issues, etc.-Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, etc.- General issues on Environmental ecology, Biodiversity and Climate change – that do not require subject specialization and General Science. (Class XII level)</p> <p><b>Communication Skills, Reasoning and</b></p>

			<p><b>Mental Ability:</b> Comprehension- Interpersonal skills including communication skills-Logical reasoning and analytical ability-Decision making and problem solving-General mental ability-Basic numeracy (numbers and their relations, orders of magnitude, etc.) (Class X level). Data interpretation (charts, graphs, tables, data sufficiency etc. Class X level)</p>
2	Office Assistant	No	<p><i>Duration-1 Hr (50 Marks)</i></p> <p>Basic General knowledge and current events, Aptitude, Mental Ability Test and communication skills.</p>
3	Mason	Profession related skill test	<p><i>Duration-1 Hr (50 Marks)</i></p> <p>Profession related subjects and basic General Knowledge/current events.</p>
4	Mazdoor	Profession related skill test	<p><i>Duration-1 Hr (50 Marks)</i></p> <p>Profession related subjects and basic General Knowledge/current events.</p>
5	Safaiwala	Clearing of bushes, Segregation of garbage, Cleaning of drainage, Cleaning of toilets (no manual scavenging) etc.	No
6	Electrical Lineman	Profession related skill test	<p><i>Duration-1 Hr (50 Marks)</i></p> <p>Profession related subjects and basic General knowledge/current events.</p>
7	Male Nursing Assistant	Profession related skill test	<p><i>Duration-1 Hr (50 Marks)</i></p> <p>Profession related subjects and basic General Knowledge/current events.</p>
8	Secondary Grade Teacher	No	<p><i>Duration-3 Hrs (150 Marks)</i></p> <p>Child Development and Pedagogy (relevant to age group 6-11), Language I (Tamil),</p>

			Language II (English), Mathematics, Environmental Studies, Education in Indian Society, Educational psychology, and Human Development, Physical & Health Education and Yoga, Child Education (of the level of Dip. In Education)
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**Note** The questions will be set only in English and will be of Objective type. There are no Negative marks for wrong answers.

### **9. NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER:**

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification. Failure to produce the same at the time of Certificate Verification, will lead to the rejection of candidature.

### **10. HOW TO APPLY:**

1. Applicants should apply only through **ONLINE MODE** in the Cantonment Board website [www.cbwellington.in](http://www.cbwellington.in)
2. The applicant should have scanned image of their photograph and signature to upload the same.
3. Select the name of the post or service for which the applicant wishes to apply.
4. Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature.
5. All the particulars mentioned in the online application including name of the Applicant, Post applied, Educational Qualifications, Communal Category, Date of Birth, Address, Email ID etc., will be considered as final and no modifications will be allowed after the last date specified for applying online. Since certain fields are fixed and cannot be edited, applicants are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.
6. The applicant should complete the 4 steps/stages in the online application. The applicant who has not completed the 4 steps in online mode and fails to submit the application will not be considered.

7. After submitting the application, applicants can print / save their application in PDF format.
8. On entering registration number and Date of Birth, applicants can download their application and print, if required.
9. Printout of the online application or any other supporting documents need not be sent to the Cantonment Board Wellington. The certificate verification will be done only for the selected and waitlisted candidates.

**OTHER IMPORTANT INSTRUCTIONS:-**

a. Applicants **should ensure their eligibility for examination:** The Applicants applying for the examination should go through all instructions carefully and ensure that they fulfill all eligibility conditions for admission to examination. **Their admission to all stages of the examination will be purely provisional subject to satisfying the eligibility conditions.**

b. The Hall Tickets for eligible applicants will be made available in the Cantonment Board Website [www.cbwellington.in](http://www.cbwellington.in) for downloading the same by applicants. No Hall Tickets will be sent by post. A SMS will be sent to the mobile number registered in the online application. The applicants must comply with each and every instruction given in the Hall Ticket.

c. **Contact cell for applicants:** - In case of any guidance /information / clarification regarding applications, candidature etc., applicants can contact Cantonment Board Wellington Office over Telephone **(0423-2230213)** or email to **ceowellington@gmail.com** on all working days between 10.00 a.m. and 05.30 p.m.

**d. Mobile Phones and other Articles Banned:**

i. Applicants are not allowed to bring Cellular Phone, Watches and Ring with Inbuilt Memory Notes etc., or any other Electronic device and Non Electronic devices such as P&G Design Data Book, Books, Notes, Handbags and Recording Device either as separate piece or part of something used by the applicant such as Watch or Ring etc., to the examination hall / room on the date of examination.

ii. If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot.



iii. Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. pen).

iv. Applicants are advised in their own interest not to bring any of the banned items including Mobile Phones to the venue of the examination, as arrangements for safekeeping cannot be assured.

e. Applicants are not required to submit along with their application any certificates in support of their claims regarding age, educational qualifications, physical qualification, community certificates and certificates regarding their physical disability etc.,. They should be submitted only when called for by the Wellington Cantonment Board. 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 for which they are admitted by the Board viz. Written Examination and Skill Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after Written / Skill Examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the recruitment will be cancelled.

f. If any of applicant's claims are found to be incorrect, it will lead to rejection / debarment.

g. **Unfair means strictly prohibited:** No applicant shall copy from the papers of any other applicant or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description.

h. **Conduct in Examination Hall:** No applicant should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Board for the conduct of the examination. Any such misconduct will be viewed severely and will lead to immediate expulsion and rejection of candidature.

**Sd/--**  
Chief Executive Officer  
Cantonment Board, Wellington  
**(HARISH VARMAA.P)**