



सत्यमेव जयते

Cantonment Board Agra



Ministry of Defence, Govt. of India



Cantonment Board, Agra, 114, Fatehpur Sikhri Road, Agra Cantt – 282001 (U.P) invites application for direct recruitment from eligible candidates for filling up posts of Junior Clerks in the Office of the Cantonment Board Agra only through **ONLINE MODE**. The details are as given below:-

Sl. No.	No. of Posts	Name of Post	Minimum Qualification	Pay Scale Rs.	Age Limit	Category
1.	Five	Junior Clerk	Intermediate with Computer Knowledge in Hindi & English.	5200-20200 Level – 02	18-25 as on 01-07-2018	General – Three OBC – One SC – One

2. Method of Selection – Written /Skill Test. After written examination, the successful candidates will be called for skill test i.e., typing speed test etc. There is no interview shall be conducted thereof.

3. Last date of receipt of application – 30 days from the date of publication by Employment News (Applications received after last date due to any reason will not be entertained).

4. Relaxation in Upper age limit – (a) 03 years for OBC, (b) 05 years for SC/ST, (c) Ex-serviceman as per rules, (d) Disabled as per rules.

5. Fees: –

- The examination fee should be paid on or before submitting the online application for this recruitment. For General/OBC – Rs.200/- & For SC/ST, Differently abled persons, Transgender, Destitute widow of all communities is payable Rs. 100/- only through online mode using Net Banking/RTGS/NEFT/ECS.
- Applicants should also pay the service charges if applicable to the Andhra Bank, Sadar Bazar, Taj road, Agra Cantt.
- Applicants can avail exemption from paying examination fees as per eligibility criteria.
- 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.
- Failure to pay the prescribed fee along with the application will be liable for rejection of application.
- Application and fee payment received through offline mode will be summarily rejected and the candidates are advised to apply only through ONLINE.

6. How to Apply:-

- Applicants should apply only through ONLINE MODE in the Cantonment Board website www.cbagra.org.in.
- Applicants are required to upload their recent clear coloured photograph and signature in JPG format and each file size should not be more than 100KB.
- 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 final submission of online application. 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.

- d. The applicant should complete the full process of the online application. The applicant who has not completed the full process online mode and fails to submit the application will not be considered.
- e. After submitting the application, applicants can print / save their application in PDF format.
- f. The eligible candidate can login and download the application and take printout, if required.
- g. Printout of the online application or any other supporting documents need not be sent to the Cantonment Board Agra.
- h. The Examination fee should be paid ONLINE on or before submitting the online application for this recruitment. **Bank Details is as under :-**

ACCOUNT NO.	IFSC CODE	BANK NAME	BRANCH ADDRESS	MICR CODE
070711011001929	ANDB0000707	ANDHRA BANK	SADAR BAZAR, AGRA – 282001	282011002

7. 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.
 - b) No conveyance, TA/DA or any other allowance will be paid for appearing for the Written Test / Skill Test.
 - c) Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel. Age relaxation, if any, will be permitted as per Govt. rules. Failure to produce the same at the time of certificate verification, will lead to the rejection of candidature.
 - d) The above post is on permanent basis and probation period will be as per Cantonment Fund Servant Rules 1937. The CEO reserves the right to accept/reject any or all the applications without assigning any reasons thereof. All the Service rules applicable to Cantt. Fund Servants under the provisions of Cantt. Fund Servant Rules 1937 as amended from time to time and Govt. instructions issued from time to time shall apply.
8. Application should be completed in all respects. Signature & Photograph of candidate should be scanned and uploaded along with the application. Incomplete applications in any respect shall be rejected.
 9. Decision of the Appointing Authority would be final, with regard to all matters connected with the recruitment.
 10. Age relaxation will be admissible to the Departmental Candidates of the Cantonment Board, Agra as per rules.

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.cbagra.org.in for downloading the same by applicants. **No Hall Tickets will be sent by post.**
- c. **Contact cell for applicants:** - In case of any guidance / information / clarification regarding application, candidature etc., applicants can contact Cantonment Board Agra office over Telephone **0562-2227379, 2227276** or email to ceoagra@yahoo.com on all working days during working hours.
- 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 applicants 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 physically disability etc. They should be submitted only when called for by the Cantonment Board Agra. 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 applicants 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.
 - i. **Process of ONLINE Registration and Application:** The interested candidate can open the official website of Cantonment Board Agra i.e., www.cbagra.org.in and register for online application once. After successful registration, applicants are required to note the registration no. and password (as entered by him during registration). The successful registered candidate can then login with their credentials and fill the online application form. All the fields in the online application form must be filled with appropriate data. The candidate must check the correctness of filled in data before final submission. The Hall ticket will be generated only for eligible candidate. The same can be downloaded and printed only by login into the system.
 - j. Multiple registrations will not be allowed for single candidate and is liable to be rejected.
 - k. The applicants are advised to visit the official website of Cantonment Board Agra i.e., www.cbagra.org.in regularly for examination's date, hall ticket and any update.

Dated :

MV
24.08.2018
CHIEF EXECUTIVE OFFICER
CANTONMENT BOARD AGRA
(M. VENKAT NARASHIMA. REDDY)