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No. 04/EC/CB/SHG/GEN/ ESTT/XVI/DE  
O/o The Shillong Cantonment Board,  
Pine Walk Area, Near Rhino Auditorium,  
Shillong (Meghalaya) 793001.  
Dated the 20<sup>th</sup> December 2022

**OFFICE OF THE SHILLONG CANTONMENT BOARD**

**THIS IS A CORRIGENDUM ISSUED IN LIEU OF ADVERTISEMENT NO. 04/EC/CB/SHG/GEN/ ESTT/XVI/DE/907 DT 30.11.2022 PUBLISHED IN NEWSPAPERS “THE SHILLONG TIMES ON 1.12.2022” AND “MAWPHOR KHASI DAILY” ON 2.12.2022 AND PUBLISHED IN THE EMPLOYMENT NEWS/ROZGAR SAMACHAR 14<sup>TH</sup> TO 16<sup>TH</sup> DECEMBER. CANDIDATES ARE ADVISED TO CAREFULLY CHECK THE RESERVATION OF POSTS WHICH HAS BEEN AMENDED WITH THE IMPLEMENTATION OF NEW RESERVATION RULES.**

Applications in the prescribed format are invited from the eligible candidates for direct recruitment to the following posts in Shillong Cantonment Board Office

Candidates must clearly mention “Application for the post of .....” on the top of the envelope while sending the application form. Candidates applying for more than one post shall submit separate application for each post. The last date of receipt of application from Meghalaya and other North Eastern states is **25.1.2023** and **for applications other remote areas other than the North Eastern States as notified by the Govt of India the last date of receipt of application will be 10.2.2023.** Applicants are advised to apply well in time. The office of the Shillong Cantonment will not be responsible for any postal delay

**Details of posts:-**

Sl.No.	Name & No. of Post	Qualification : Essential/Desirable	Category	Age limit	Payscale
1.	Lower Division Assistant - 01 post	Essential qualification: HSLC/SSSLC or equivalent. Desirable: Knowledge of computer and typing in English	<b>01 - Reserved for Economically Weaker Sections (EWS)</b>	21 to 30 years (As per Cantonment Board Employee Service Rules 2021)	Level-5 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible.

2.	Driver-01 Post	Essential qualification : Class-VIII pass with valid HMV driving licence	<b>ST</b>	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021) Relaxable by 05 years for <b>ST category</b> as per Govt Rules.	Level-3 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible.
3	Safaiwala – 06 Posts	Desirable: Primary School passed	<b>03 – ST</b> <b>02 – UR</b> <b>01- EWS.</b>  <b>NOTE: Out of the above vacancy 01 vacancy will be reserved for Persons with Benchmark Disability category (b) (Deaf and hard of Hearing )</b>	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021). Relaxable by 05 years for <b>ST category</b> as per Govt Rules	Level-1 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible
4	Chowkidar – 01 Post	Desirable: Matriculation/ HSLC etc	<b>UR</b>	21 to 30 years. (As per Cantonment Board Employee Service Rules 2021).	Level-1 (in the Pay Matrix of Revised Pay Structure) plus allowances as admissible

• **IMPORTANT INSTRUCTION: FOR THE POST RESERVED FOR EWS, CANDIDATES OTHER THAN THOSE BELONGING TO EWS WHO FULFILLS THE QUALIFICATIONS REQUIRED CAN ALSO APPLY AND WILL BE CONSIDERED IN THE EVENT OF SUITABLE CANDIDATES NOT BEING AVAILABLE FROM THE EWS CATEGORY.**

• **Age Limit:- For all the posts, where age limit is prescribed, cutoff date for determining age is 25.1.2023.** Age limit as per existing rules under The Cantonment Board Employee Service Rules, 2021. Relaxation of age for departmental candidate will be as per rule.

Category of applicants	Minimum age	Maximum age ( as on 25.1.2023)
SCs/STs (for reserved posts only)	21 years	35 years

EWS/GEN	21 years	30 years
OBC	21 years	33 years
Departmental Candidates (Shillong Cantonment Employees only)	Upto the age of 40 years in the cse of UR candidates, 43 years in the case of OBC and 45 Years in the case of SC/ST	
Ex- Servicemen (UR)	03 years after deduction of the military service rendered form the actual as on the closing date for receipt of application	
Ex- Servicemen (OBC)	06 years after deduction of the military service rendered form the actual as on the closing date for receipt of application	
Ex- Servicemen (SC/ST)	08 years after deduction of the military service rendered form the actual as on the closing date for receipt of application	

- Mode of Selection:** For the post of safaiwala and Chowkidar , the mode of selection will be written , Physical and Skill test. For the post of LDA & Driver selection will be based on written and skill test only. The test will be in English only. Skill test will be of qualifying nature only. There will be no interview. Date, Time & Venue for Written test will be intimated on website/portal and through post in due course of time. Candidates are required to visit website/portal regularly to check time schedule for written test.

The final selection of these posts will be based on marks secured in the written examination for LDA and Driver and Written and Physical test for safaiwala and Chowkidar.

At the time of written test, candidates should bring their Photo Identity proof along with Admit Card.

**Scheme of examination:**

Sl.No.	Name & No. of Post	Qualification : Essential/Desirable	Written Examination. (Objective Type)	No. of Questions (carrying one mark each)	Duration
1.	Lower Division Assistant - 01 post	Essential qualification: HSLC/SSSLC or equivalent.  Desirable: Knowledge of computer and typing in English	1. General intelligences and reasoning, General Awareness, Numerical Aptitude and general English	100 marks	120 minutes
2.	Driver-01 Post	Essential qualification : Class-VIII pass with valid	1. General intelligences	100	120 minutes

		HMV driving licence	and reasoning, General Awareness, Numerical Aptitude and general English		
3	Safaiwala – 06 Posts	Desirable: Primary School passed	1. General intelligences and reasoning, General Awareness, and general English	100	120 minutes
4	Chowkidar – 01 Post	Desirable: Matriculation/ HSLC etc	General intelligences and reasoning, General Awareness, and general English	100	120 minutes

**Note:**

General intelligence and reasoning will include both verbal and non-verbal reasoning.

General awareness will include history, geography, general science, current & contemporary affairs etc.

Numerical aptitude will test the knowledge of basic arithmetical concepts.

General English will test the candidate's ability to understand correct English,

**Application Fee:** Rs. 300/- for General Category

Rs. 150/- for SC/ST & EWS category

**Those candidates who have earlier applied for the above mentioned posts advertised vide No. 04/EC/CB/SHG/ GEN ESST/VOL-XVII/DE/59 dt 8.01.2021, No. 04/EC/CB/SHG/ GEN ESST/VOL-XVII/DE/727 dt 18.11.2019, No. 04/EC/CB/SHG/ GEN ESST/VOL-XVII/DE/ 1305 dt 1.10.2018 and 04/EC/CB/SHG/ GEN ESST/VOL-XVII/DE/6026 dt 2.6.2017 are advised to apply afresh in light of the revision of recruitment age as per the Cantonment Board Employee Service Rules 2021 and fees already paid will be adjusted/ taken into account and only the balance/remaining fees needs to be paid**

**Mode of Applications:**

Prescribed application format is to be downloaded from the office website i.e <http://shillong.cantt.gov.in/recruitment>. Applications complete in all respect will only be accepted and the same should be sent through **registered/speed post only. No application shall be submitted by hand.**

**Documents to be attached with the application form.**

- a) Proof of date of birth
- b) mark sheet of essential education qualification
- c). 2 Self addressed Envelope duly affixed with postal stamp with acknowledgment card.
- d) Photo copy of caste certificate
- e) Economically Weaker Sections (EWS) certificate.
- f) Experience Certificate, if any.
- g) In case of Ex- servicemen :- Discharge certification form service, service copy of Pension PPO and copy of Ex- Servicemen Identity Card
- h). Certificate of Disability (PwBD).

**Important Dates and details:**

- **Commencing of application** : **Once detailed advertisement is uploaded in the Shillong Cantt. Board Website**
- **Last date of receipt of application** : **25.1.2023**
- **Last date of application from remote areas notified by the Govt other than Meghalaya and the North Eastern States** : **10.2.2023**
- **Admit-Card/Call letter for Written Test:** Will be issued/ sent to eligible candidates through the self addressed envelope.

Applications will be scrutinized and list of both eligible and non eligible candidates would be displayed at website/ Office notice Board. Candidates are required to visit website/portal regularly to check for any information or for any amendments or updates regarding said recruitment.

• **Eligibility Criteria:-**

1. The candidate must be a citizen of India.
2. The candidate must fulfil the minimum essential qualifications like educational qualification, age, etc. as stipulated in this advertisement.

• **General Conditions:-**

1. The service of the appointed candidate / person will be governed under the Cantonment Board Employees Service Rules, 2021 as amended from time to time, Cantonments Act, 2006,
2. Probation Period:- Appointment of selected candidates shall be provisional as per the Cantonment Board Employees Service Rules, 2021 as amended from time to time. The

appointment will be provisional for a period of 2 years/ 06 months (i.e. The candidate get appointed as probationer to the post)

3. No conveyance, TA/DA or any other allowance will be paid for appearing for the written test.

4. Candidates already serving in any recognized institution, autonomous body or Central/State Government undertaking should apply through proper channel and should submit such documents at the time of verification of documents.

5. The above posts are 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.

6. The appointment authority 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 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 or the candidates not being found eligible for appointment after verification of documents / certificates or due to resignation of selected candidate(s) within one year of joining the post, shall be filled-up from this reserve panel / waiting list.

7. The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Competent Authority.

8. If there is more than one candidate in the same category having equal marks in the merit list, the candidate older in age will get preference. In case of candidates having the same date of birth and equal marks in written test, the skill test and desirable qualification will be the deciding factor.

9. The final selection of the candidate is subject to the medical fitness certificate to be issued by the medical officer of Cantonment Board.

11. 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.

After considering the merit list the shortlisted candidate will be called for verification /scrutiny of documents. The following original Documents / Certificates and one set of self-attested copies, are to be produced at the time of verification/scrutiny of documents.

- Proof of Date of Birth
- Two latest colour passport size photographs.
- Original Certificates of requisite academic qualification with detail marks.
- Address proof
- Caste Certificate
- EWS certificate.

Candidates must carry the Originals & photo copies of all the above documents for verification while appearing for scrutiny of documents.

The original documents as mentioned above of the shortlisted candidates will be checked & verified at office of the Shillong Cantonment Board and further the appointing

authority will undertake an exercise of verification of character and antecedents of the Candidates. The appointment will be provisional and subject to verification of Character and antecedents of the Candidate. It may be noted that document verification is just another stage in the selection process. Merely being called for verification of documents does not indicate that his/her name will appear in the final merit list. Candidature of candidate may be cancelled at any stage and no correspondence in this regard will be entertained.

Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including reserving the right to cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

- **Rejection:-**

The following acts of commission would render the candidature/ application as disqualified/ rejected:-

1. Not meeting the laid down mandatory essential qualifications.
2. Furnishing of false, inaccurate or tampered information.
3. Obtaining support for his candidature through unfair means.
4. Impersonation by any person.
5. Submitting fabricated/false documents.
6. Making statements which are incorrect or false or suppressing material information.
7. Resorting to any other irregular or improper means in connection with his candidature for the selection.
8. Improper/Incomplete filling of application.

- **Selection will also be subject to the following conditions:-**

1. Medical Fitness Test.
2. Verification of Character and Antecedents.
3. Verification of caste certificate.
4. Verification of Educational qualification certificate & Experience Certificate.
5. Verification of all Certificates/documents from issuing authority.

**Important Instructions:-**

1. The decision of CEO, in all matters relating to acceptance or rejection of an application, eligibility/suitability of a candidate etc. shall be final and binding for all the candidates.
2. The candidate should have valid email ID and a working mobile number for applying for the examination. The applicants are advised not to change the email ID or Mobile number during the process of recruitment. They are also advised not to give mobile number/email Id to any unknown person to avoid any complication.
3. After the examination, details regarding marks obtained by each candidate will be placed on the Website/Portal & on the Notice Board.

4. Any doubts/clarifications regarding the application can be cleared from the office of the Cantonment Board Shillong on any working day between working hours.
5. Any corrigendum/change regarding the examination will only be notified through the website/Portal/ Print media and no other medium of giving information to candidates will be incorporated.
6. The appointing authority makes provisional selection of the candidates on the basis of information provided in the application and documents/certificate 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 for appointment to the post.
7. 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.
8. 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 also reserves the right to cancel or set up a new examination center and divert the candidates to appear at that examination center if required.
9. No correspondence in regard to the appointment will be entertained.
10. 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.
11. The Appointing authority reserves the right to cancel any center of exam and ask the candidates of that center to appear at another center. No request for change in date, time and center of exam will be accepted under any circumstances.
12. The candidature of the candidate to the written test is entirely provisional and mere issue of admit card or appearance at Examination does not entitle him/her to any claim for the post.
13. The candidates should scrupulously follow the instructions given by the Center in charge, Invigilators and all examination functionaries at every stage of exam. If a candidate violates the instructions, his/her candidature will be cancelled.
14. The candidate is required to sign on the attendance sheet and Answer Sheet in the presence of Invigilator. The invigilator shall also sign on the same at the prescribed space.
15. The Answer sheet must be handed over to the invigilator after completion of examination as mentioned therein.
16. The Answer sheets will be collected by the invigilator immediately after expiry of prescribed time for examination and will be handed over to the center in charge.
17. After the examination is over, the candidate should hand over the Answer sheet to the invigilator before leaving the examination hall. Any candidate who does not return Answer sheet or if he/she is found attempting to take the Answer sheet paper outside the examination



hall and or nay inappropriate behaviour; the appointing authority will take further action against him/her as per rules/

18. Use of calculator, Laptop, Palmtop, other Digital/electronic instrumental/mobile/cell phone/Ipad , Paper etc are not allowed. In case of any candidate is found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceeding can also be initiated against the candidates.

19. Candidates are required to visit website / Portal regularly to check the latest updates, corrigendum, Time & Date for written test and other information regarding recruitment.

20. All the applicants are required to be present well in advance time on the date & venue before the commencement of written test. No candidate will be allowed to enter the examination hall 30 minutes after commencement of the exam.

-/Sd

Ayush Maurya (I.D.E.S.)  
Chief Executive Officer  
Shillong Cantonment Board



# **SHILLONG CANTONMENT BOARD**

## **APPLICATION FORM**

Name of the post : Safaiwala

Demand Draft No : \_\_\_\_\_ Dt: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Sl. No. of the Post : 3

Advertisement No. : 04/EC/CB/SHG/GEN/ESTT/XVI/DE DT: 20-12-2022

**Affix self  
attested recent  
passport size  
photograph**

1. Name in full (in CAPITAL letters) :

2. Father's /Husband's Name:

3. Address: (in CAPITAL letters)

(i) Correspondence address (with phone/mobile No. & E-mail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN Code: \_\_\_\_\_

Email Id \_\_\_\_\_

Mobile Nos: \_\_\_\_\_

(ii) Permanent address -

\_\_\_\_\_  
\_\_\_\_\_

PIN Code: \_\_\_\_\_

4. a. Date of birth(DD/MM/YYYY): \_\_\_ / \_\_\_ / \_\_\_\_\_

b. Age (as on last date of receipt of Application) \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

5. Nationality :

6. Gender (Male/Female/Others):

7. Marital Status:

8. Whether belonging to UR/SC/ST/OBC/EWS :

(If SC/ST/OBC/EWS, enclose a certificate from authorized Issuing authority in support of your claims)

**9. Qualification (Academic & Professional) (Please enclose a Xerox copy of each degree/certificate & mark-sheet):**

<b>Examination</b>	<b>Name of the Degree/Diploma</b>	<b>Name of the College &amp; University / Board</b>	<b>Year of passing</b>	<b>Division obtained</b>	<b>Percentage of marks/CGPA obtained (Aggregate in case of degree programme)</b>	<b>Subject(s) (Major)/ Specialization</b>
<b>10th or equivalent</b>						
<b>(10+2) or equivalent</b>						
<b>Degree/Diploma course</b>						
<b>Master Degree</b>						
<b>Any other examination(s)</b>						

**10. Additional information, if any, which you would like to support of your suitability for the post.**

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**(Enclose a separate sheet, if the space is insufficient in any column.)**

**11. Employment/Experiences Record (Starting from the present position):**

Office/Institute/ Organization	Post held	Scale of Pay /Basic Pay/ GP/NPA	From	To	Actual Duration (Years & Months)	Nature of Duties

(Please attach experience certificates from competent authority duly signed / counter signed with date)

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage or I am not satisfying any of the eligibility criteria according to the requirements of the post, and also in case of creating influence/undue pressure regarding recruitment, shall tantamount to cancellation/ termination of my candidature.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Candidate)

\_\_\_\_\_  
(Name in Capital letters)