

# OFFICE OF THE CANTONMENT BOARD BELGAUM

## EMPLOYMENT NOTICE

Application from eligible candidates are hereby invited for the recruitment of following posts in the Cantonment Board Belgaum. The application format, Age Limit as per CBESR, 2021 and terms & conditions can be obtained from the Office Website: <https://belgaum.cantt.gov.in/recruitment>. The Last date of Receipt of application is on **31-12-2022**.

Sl. No.	Post Name	No. of Posts	Category	Minimum Educational / Technical Qualification	Pay Scale in Rs.
1	Stenographer	01	UR	PUC 2 <sup>nd</sup> Year (Senior Secondary) Pass <b>and</b> Senior Typewriting (45 wpm) and Senior Shorthand (120 wpm) Examination in English conducted by the State Board. <b>OR</b> 10 <sup>th</sup> Standard Pass <b>and</b> 3 years of Diploma course in Commercial Practice (English).	27650-52650
2	Mali	01	UR	(1) 10 <sup>th</sup> Standard Pass <b>AND</b> (2) Must be a holder of Training Certificate in Horticulture issued by the Department of Horticulture <b>OR</b> Completed training course in Horticulture from an Institution recognized by the Horticulture Department.	17000-28950

Note: Number of vacancies may vary, as per administrative exigencies.

### TERMS & CONDITIONS:

- Last date of Receipt of application: 31-12-2022.**
- Application complete in all respect, as per prescribed format given here-in-after and addressed to the **Chief Executive Officer, Cantonment Board, BC No.41, Khanapur Road, Camp, Belagavi-590001 (Karnataka State) by Registered / Speed Post**. Postal delay will not be accepted.
- The age limit as per Cantonment Board Employees Service Rules (CBESR), 2021 is not less than 21 years (lower age limit) to not more than 30 years (upper age limit) as on the last date of receipt of application. Further, the age relaxation for various categories in upper age limit will be as under:-

Categories	Year of relaxation
UR	No age relaxation
OBC	03 years (Only against reserve post of same category vacancy )
SC/ST	05 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/General)	03 Years after deduction of the military service rendered from the actual as on the last date for receipt of application.
Ex-Servicemen (OBC)	06 Years after deduction of the military service rendered from the actual as on the last date for receipt of application.
Ex-Servicemen (SC/ST)	08 Years after deduction of the military service rendered from the actual as on the last date for receipt of application.
Departmental Candidates (General/UR) who have rendered at least 03 years of continuous service as on last date for receipt of application.	Upto 40 Years
Departmental Candidates (OBC) who have rendered at least 03 yearsof continuous service as on last date for receipt of application.	Upto 43 Years
Departmental Candidates (SC/ST) who have rendered at least 03 years of continuous service as on last date for receipt of application.	Upto 45 Years

**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 (in prescribed format) 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 Notices remain unchanged.

4. 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.
5. No request for change of any entries or part, originally indicated in the application form shall be entertained.
6. Applicant should enclose (i) self attested photocopies of certificates of proof of age, caste, qualification, experience if any (ii) 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). (iii) Self addressed postcard & envelope. The candidates should mention post name on the envelope.

7. 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.
8. The examination pattern will be mentioned in the Hall Ticket, which will be issued to the eligible candidates after scrutiny of received applications.
9. 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.
10. Persons already employed should sent applications through proper channel. Age relaxation applicable as per Govt. rules.
11. The candidate should not have been convicted by any Court of Law and any dispute relating to above Employment Notification should be dealt within Belgaum Jurisdiction.
12. Application should accompany a **Demand Draft of Rs.500/-** as a processing fee drawn in favour of the **“Chief Executive Officer, Cantonment Board, Belgaum”**, payable at Belgaum from Nationalised Bank only which is not refundable. **The Persons with disability Category are exempted from paying the processing fee.**
13. **Persons with Disability Category** shall attach proof of physical disability (certificate from recognized authority). **Persons with disability** are not eligible for the post mentioned at **Sl.No.2.**
14. **Incomplete / unsigned / without Demand Draft (DD) / late received applications shall be summarily rejected and DD will not be returned/refunded. Similarly, submitted applications alongwith documents will not be returned.**
15. The Chief Executive Officer reserves the right to conduct recruitment process in full or part without assigning any reason whatsoever and decision of appointing authority would be final, with regard to all matters connected with the recruitment.
16. TA/DA will not be admissible for attending test and selected candidates will have to make their own arrangement of stay at Belgaum, if required.

No.13/ADM/67/1057  
Office of the Cantonment Board,  
Belgaum-590001, dt. 01<sup>st</sup> Dec 2022

Sd/-  
Chief Executive Officer  
Cantonment Board, Belgaum

APPLICATION FOR THE POST OF **STENOGRAPHER (UR)**  
**CANTONMENT BOARD, BELGAUM**

Affix recent  
passport size  
photograph.

To,

The Chief Executive Officer,  
Cantonment Board, BC No.41,  
Khanapur Road, Camp,  
Belagavi – 590 001 (Karnataka).

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 **31-12-2022**      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:

Examination passed	Year of passing	% of marks	Name of School/Board

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)

**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.

Place: .....

Signature of the Applicant

**APPLICATION FOR THE POST OF MALI (UR)  
CANTONMENT BOARD, BELGAUM**

Affix recent  
passport size  
photograph.

To,

The Chief Executive Officer,  
Cantonment Board, BC No.41,  
Khanapur Road, Camp,  
Belagavi – 590 001 (Karnataka).

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 **31-12-2022**      Years: ..... Months: ..... Days: .....
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Signature of the Applicant