



सत्यमेव जयते

## छावनीपरिषदका कार्यालयकन्नानोर

Office of the Cantonment Board Cannanore

रक्षा मंत्रालय, भारत सरकार

मुख्यालय हॉस्पिटल पि ओ, कन्नूर जिल्ला, केरल, पिन 670017

Ministry of Defence, Government of India

District Hospital PO, Kannur District,

Kerala Pin:670017



भारत 2023 INDIA

वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

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No. CCB-RECRUITMENT/2022-23

04-02-2023

### DETAILED ADVERTISEMENT AND APPLICATION FORM FOR RECRUITMENT TO VARIOUS POSTS

1. Cantonment Board, Cannanore invites applications in prescribed format from eligible candidates for recruitment to the below mentioned posts complete in all respects shall reach the O/o Chief Executive Officer, Cantonment Board, Cannanore, District Hospital.P.O, Kannur – 670 017 (Kerala) by **Registered Post/Speed Post only**. **The last date and time for receiving applications is 20-03-2023 up to 05:00pm**. However, for the candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Jammu & Kashmir, Lahaul&Spiti District and Pangi (Sub-Division of Chamba district of Himachal Pradesh), Andaman Nicobar and Lakshadweep islands, the last date for receiving applications is 30.03.2023 up to 05:00pm. **No applications sent by hand/e-mail/courier shall be accepted.**
2. Candidates must clearly write on the top of the envelope “APPLICATION FOR THE POST OF ..... and IN THE CATEGORY column .....(UR, OBC),” while sending the application form.

#### 3. Description of Posts:

Sl. No.	Name of the Post	Applicable Pay Scale	PH (Low vision)	ESM	SC	ST	OBC	UR	EWS	Total No. of Posts
(i)	Lower Division Clerk	26500-60700	-	-	-	-	1	1	-	2
(ii)	Mali	23000-50200	-	-	-	-	-	1	-	1
			-	-	-	-	1	2	-	3

#### 4. (i) LDC

#### Eligibility :

(I) The applicant must be a citizen of India.

(II) **Essential Educational Qualification:** 10<sup>th</sup> Std Pass/SSLC OR Equivalent

(III) **Desirable Qualification:** Typing minimum Speed 35 words per minute in MS word

(ii) MALI

**Eligibility :**

(I) The applicant must be a citizen of India.

(II) **Essential Educational Qualification:** 7<sup>th</sup> Std Pass.

(III) **Desirable Qualification:** Completed training in Horticulture and gardening recognized by Govt Horticulture Department / University

5. Candidates are requested to download the application form, which is attached herewith. Duly filled in application form, complete in all respects, along with self-attested copies of all relevant documents as prescribed by the CHIEF EXECUTIVE OFFICER shall be sent by **Registered Post/Speed Post only** to **The Chief Executive Officer, Cantonment Board, Cannanore**, shall reach within the prescribed time limit. **It is reiterated that no applications by hand/email/courier will be accepted.** The Cantonment Board, Cannanore is not responsible for any postal delay. **Any application received after time limit or through other channel viz e-mail / by hand / courier will be summarily rejected or not considered.** The applicants shall submit their application correctly, enclosing the requisite documents and necessary information. If the information is found to be incorrect at any stage, the application will be cancelled. If the application submitted by the applicant found to be incomplete, ineligible and does not contain the documents pertaining to essential qualification and date of birth, the application will be deemed rejected and no correspondence will be entertained in this regard.

**6. Age Limit and its Relaxation:**

The cutoff date for determining the age limit shall be **30-03-2023**. Candidates shall note that only the Date of Birth recorded in the Birth Certificate or Matriculation / Secondary School Examination Certificate or an Equivalent Certificate will be accepted for determining the age limit eligibility and no subsequent request for its change will be considered

Category of Applicants	Minimum Age	Maximum Age
GEN(UR)	21 Years	30 Years
OBC (For reserved posts only)	21 Years	33 Years
Category of Applicants	Maximum Age	
Departmental Candidates (General/UR)	Upto 40 Years	
Departmental Candidates (OBC)	Upto 43 Years	
Departmental Candidates (SC/ST)	Upto 45 Years	

Departmental Candidates means employees of Cannanore Cantonment Board only.

**Reservation benefits:**

- (i) Reservation benefit will be available for the concerned category candidates in accordance with the instructions / orders / circulars issued from time to time by the Govt.
- (ii) 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 closing date of application; otherwise their claim for RESERVATION BENEFIT shall NOT be ENTERTAINMENT

**7. Application Fee:**

Application fee shall be paid through Demand Draft in favour of the **Chief Executive Officer, Cantonment Board, Cannanore** payable at Kannur, Kerala from Nationalized Banks only. The application fee once paid shall not be refunded to the applicants, including rejected applicants, under any circumstances and cannot be used for any future recruitment process. Separate fee is required for different posts.

Sr. No.	Category	Fee Rs.
1.	General/UR	Rs. 500/-
2.	OBC	Rs. 500/-
3.	Female/SC/ST/PH/Transgender	Exempted

**8. Duly self-attested photocopies of the following documents / certificates to be attached sequentially with the application form:**

- (i) Marksheet / Certificates of the Essential Qualification Criteria and certificates of desirable qualification as mentioned in para 4.
- (ii) For the proof of date of birth: Matriculation / Secondary School Examination Certificate or an equivalent certificate or date of birth certificate issued by the Competent authority
- (iii) Two self-addressed envelopes of size 5' x 11" duly affixed Rs. 20/- postal stamp.
- (iv) One Colour Passport Size Photo pasted in given space on application form and Two Colour Passport Size Photos with name on backside stapled on front top of the application form.
- (v) Caste Certificate, if applicable.
- (ix) If the candidate is applying under OBC category, the Copy of OBC ( Non-Creamy layer) Certificate.
- (x) Demand Draft of application fee, as applicable, in favour of **Chief Executive Officer, Cantonment Board, Cannanore** payable at Kannur, Kerala from Nationalized Banks only.
- (xi) For Government/PSU employees, a No Objection Certificate from the Competent Authority to be enclosed, failing which the application will be summarily rejected.

**9. Admit Card / Summon Letter:** Applications will be scrutinized and admit card of only eligible candidates would be sent by Post (or) e-mail. The Cantonment Board, Cannanore is not responsible for any postal delay in this regard. The Candidates are advised to visit the website <https://cannanorecantt.gov.in> from time to time for further instructions /information/ directions / amendment IF ANY etc., till the completion of recruitment process.

**10. Date, Time & Venue of Written test and Skill Test** will be published on the website(<https://cannanore.cantt.gov.in>) after scrutiny of the applications.

**11. Mode of Selection:**

**(A) For Lower Division Clerk:** The selection will be based on the merit list of Written test Skill Test will be conducted for qualifying for Written Test

**Skill Test and Written Test :**

Total Marks : 120

- (i) **Skill Test :** The skill test will be conducted for 60 marks
  - (a) Typing speed on Computer in MS word :30marks
  - (b) Working knowledge : 30 marks
    - MS Word : 10 marks
    - MS Excel : 10 Marks
    - MS Power point : 10 marks

Candidates who score more than 60% of total marks of skill test will qualify for the Written Test

- (ii) **Written Test :** The written test will be of 60 marks. Objective Type Questions will be 60 and time duration is 60 minutes. Answers to the questions will have to be marked on OMR Answer Sheet. If a candidate marks more than one answer for single question, it will be treated as a wrong answer even if one of the marked answers happens to be correct. Candidates shall note that for each wrong answer, one half of the marks assigned to that question ,will be deducted as negative marking

- (iii) Written test /Skill test will be conducted in **English** only.

(B) For Mali Post: The selection will be based on the merit list of Written test  
Skill Test will be conducted for qualifying for Written Test

**Total marks: 100**

**I Physical fitness/Skill test : 50 Marks**

The candidate will require to prove physical fitness

(a) Physical fitness Test

Male : Running at a distance of 1.6 k.m within 8 mins

Female: Running at a distance of 1.5 KM within 8 mins

Qualified Candidates shall be eligible Skill Test

(b) Skill Test : 50 marks

Skill test would include the demonstration of tasks which are actually the duties of the concerned post and use of machineries used in garden, sweeping, bush cutting, and use of hedge trimming machine etc. Test will be held separately for male and female candidates.

Candidate obtaining minimum 60% of total marks of skill test shall qualify for Written test

**II Written Test : 50 marks**

The written test will be of 50 marks. Objective Type Questions will be 50 and time duration is 60 minutes. Answers to the questions will have to be marked on OMR Answer Sheet. If a candidate marks more than one answer for single question, it will be treated as a wrong answer even if one of the marked answers happens to be correct. Candidates shall note that for each wrong answer, one half of the marks assigned to that question will be deducted as negative marking.

**12. Syllabus for Written test:**

Sl. No.	Name of the Post	Subject
1.	Lower Division Clerk	General Intelligence and Reasoning
		General Awareness/General Knowledge
		Numerical Aptitude
		English Comprehension
		Basic Maths (10 class)
11.	Mali	Syllabus related to Gardening

(i) **Note:** The written test will be conducted in English only

**13. General Conditions / Instructions / Information:**

- (i) The service of the appointed candidate will be governed under the Cantonment Board Employees Service Rules 2021, the Cantonments Act, 2006 and the Central Civil Service (Pension) Rules and Central Civil Service (Conduct) Rules as amended from time to time by the Central Government and as are applicable to the employees of Cantonment Board.
- (ii) Separate application is to be sent for each post.
- (iii) Qualification acquired by the candidates should be strictly in accordance with the prescribed qualifications and the candidates should not claim equivalence of their qualification with that of the prescribed qualification.

- (iv) No request for change of any entries in full or part, originally indicated in the application form, shall be entertained.
- (v) The candidates should mention a valid email ID and a working mobile number in the application form. The candidates are advised not to change the email ID or mobile number till completion of entire recruitment process. They are also advised not to give mobile of any unknown person to avoid any complications.
- (vi) The candidates shall be held responsible for correctness of all the information and documents submitted by him / her. In case of any information / documents found to be incorrect at any stage, strict action shall be taken against the candidates including debarring the candidate / dismissal from service.
- (vii) No correspondence with regard to the appointment will be entertained.
- (viii) No representation on any ground for non-appearance for the written test and skill test. by the candidates will be entertained and his / her candidature will not be considered in such an eventuality.
- (ix) Persons already employed shall send the application through proper channel.
- (x) The candidate should not have been convicted by any court of law.
- (xi) Incomplete applications without relevant documents, signatures and applications received after the due date shall be summarily rejected.
- (xii) TA/DA or any other allowance will not be admissible for attending the written test and skill test and joining in the event of selection etc., as the case may be.
- (xiii) The candidates will have to make their own arrangement for stay. No accommodation will be provided.
- (xiv) Number of vacancies / posts may vary as per administrative exigencies / approvals.
- (xv) The mobile phones / pagers / blue-tooth devices and other electronic & electric items are strictly prohibited at the time of written test and skill test.
- (xvi) The candidates are advised to visit the website <https://cannanore.cantt.gov.in> from time to time for further instructions / directions / amendments etc., till the completion of entire recruitment process.
- (xvii) The candidates should note that their admission to written test and skill test will be purely provisional based on the information given by the candidates in the application.
- (xviii) The decision of Appointing Authority i.e Chief Executive Officer, Cantonment Board, Cannanore, would be final with regard to all matters connected with the recruitment.
- (xix) Candidates shall not take any benefits of typographical errors, if any, in the advertisement.
- (xx) The Appointing Authority reserves the right to postpone / cancel / suspend / terminate the recruitment process partly (or) fully without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard. The Candidates do not have any right or claim whatsoever in this regard at any stage.
- (xxi) If there are two or more candidates in the same category having equal marks in the written test and skill test etc., the candidate, older in age, will get preference.
- (xxii) The provisionally shortlisted/merit list candidate will be called for verification / scrutiny of documents.
- (xxiii) The Appointing 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** from the date of declaration of result and the vacancies arising due to non-acceptance of the offer of appointment / non-joining of the candidate after acceptance of offer of appointment / candidates found

ineligible for appointment after verification of documents and certificates, shall be filled up from this reserve panel / waiting list.

- (xxiv) Probation will be confirmed only after police verification and further verification of educational qualification, caste certificate and other documents etc as the case may be.
- (xxv) Canvassing in any form, influencing or contacting staff of examination by any means shall lead to rejection of the candidature.
- (xxvi) In case of any guidance / information / clarification is required, the applicants may contact Cantonment Board Cannanore Office Landline No. 0497-2731086 during office hours on working days.
- (xxvii) The probation will be two years from the date of joining. .

**14. ALL THE APPLICANTS/CANDIDATES ARE REQUIRED TO BE PRESENT WELL IN ADVANCE TIME ON THE DATE & VENUE BEFORE THE COMMENCEMENT OF WRITTEN TEST AND SKILL TEST. ANY DELAY IN PRESENCE WILL BE MARKED AS ABSENT.**

**15. Note: Number of vacancies/posts may vary as per administrative exigencies / approvals**

**16. Abbreviations used:**

UR	Unreserved
OBC	Other Backward Classes
SC	Scheduled Caste
ST	Scheduled Tribe
PH	Physically Handicapped/Differently abled
ESM	Ex-ServiceMen
TA/DA	Travelling Allowance / Dearness Allowance



**(Madhavi Bhargava)**  
Chief Executive Officer  
Cantonment Board, Cannanore



**CANTONMENT BOARD, CANNANORE,**  
**DISTRICT HOSPITAL.P.O, KANNUR – 670 017.**

**APPLICATION FORM**

“Application for the post of \_\_\_\_\_

in the category of \_\_\_\_\_ “(UR, OBC)”

Affix recent colour  
passport size  
photograph

\_\_\_\_\_

Signature of Candidate

**1. PERSONAL DETAILS**

- a. Full Name of the Candidate: \_\_\_\_\_  
(As per matriculation / secondary school examination certificate or an equivalent certificate for date of birth proof (or) Transfer Certificate issued by the Competent authority of the school (or) Birth Certificate)
- b. Gender: \_\_\_\_\_  
(Male / Female / Others)
- c. Date of Birth : \_\_\_\_\_  
(As per matriculation / secondary school examination certificate or an equivalent certificate for date of birth proof (or) Transfer Certificate issued by the Competent authority of the school (or) Birth Certificate)
- d. Age as on **30-03-2023** : Years : \_\_\_\_\_ Months : \_\_\_\_\_ Days: \_\_\_\_\_
- e. Father /Husband name: \_\_\_\_\_

**2. SUB CATEGORY DETAILS**

- a. Physically Handicapped (Low Vision) : \_\_\_\_\_ (Yes / No)
- b. Ex-ServiceMen: \_\_\_\_\_ (Yes / No)
- c. SC: \_\_\_\_\_ (Yes / No)
- d. ST : \_\_\_\_\_ (Yes / No)
- e. OBC : \_\_\_\_\_ (Yes / No)
- f. EWS : \_\_\_\_\_ (Yes / No)
- g. UR : \_\_\_\_\_ (Yes / No)

3. **CORRESPONDENCE DETAILS OF THE APPLICANT FOR COMMUNICATION**

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

City/Tehsil: \_\_\_\_\_ District \_\_\_\_\_ State: \_\_\_\_\_

Pin code: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email : \_\_\_\_\_

4. **ESSENTIAL QUALIFICATION DETAILS AS PER SR. NO. 04 OF DETAILED ADVERTISEMENT PUBLISHED AT WEBSITE (ATTACH ALL THE DOCUMENTS)**

Examination	Year of Passing	Board/University	School/College/Institution	Percentage/Grade

5. **OTHER DETAILS**

Sl. No.	Details	Options	Filled by candidate
1.	Whether any prosecution is pending in any Court of Law against you?	YES/NO	
2.	Whether disciplinary action has been initiated by Government/Semi-Government Organizations against you?	YES/NO	
3.	Whether disciplinary or any other similar action is initiated by Bar Council or Medical Council or Association or other Professional/Vocational Institution?	YES/NO	
4.	Was any Court Case filed against you?	YES/NO	
5.	Whether debarred or Black Listed for Examination / Selection held by SSC / University / MPSC / Other P.S.C / or any other Organizations?	YES/NO	



6. ATTACHED DOCUMENTS DETAILS

Sl. No.	Details of documents / certificates as per Sr. No. 08 of Detailed Advertisement published at website

7. Application Fee: Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount Rs. \_\_\_\_\_ /-  
 Name of Bank \_\_\_\_\_ (Pl. write your name and address on the backside of the DD).

8. DECLARATION

I \_\_\_\_\_ hereby declare that all the statements made in the application form are true / correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or concealing any facts, my candidature to the selection to the post is liable to be cancelled.

I \_\_\_\_\_ hereby declare that, I have informed my Head of Office / department in writing that I am applying for this examination. (Applicable for those who are already in Government Service / similar organization or government owned industrial undertaking whether in permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under public enterprises.)

Date :

Place:

Signature and Name of the Candidate