

“हर काम देश के नाम”

वेलिंगटन छावनी परिषद,
रक्षा मंत्रालय, भारत सरकार
वेलिंगटन, नीलगिरी
तमिलनाडु - 643231



Office of the Cantonment Board,
Wellington Cantt.,
Ministry of Defence, Govt. of India,
Wellington, The Nilgiris
Tamil Nadu-643231

Phone: 0423-2230213, Fax- 0423-2234431, E-Mail: ceowell-stats@nic.in

No. Appointments / 2022 /Accts

दिनांक: 17-August, 2022

Applications are invited in prescribed format through E-Mail upto **19.09.2022 5.00 PM** for Direct Recruitment to the following posts in Cantonment Board Wellington.

Name of the Post	No. of vacancies and reservation	Scale of Pay	Essential Educational Qualification	Desirable Qualification
Lower Division Clerk	02 (UR-1) (OBC-1)	19500-62000 (Level -8)	1. Any Degree from any recognized university 2. Should pass typewriting test with a speed of minimum 35 words per minute in English, on computer 3. Computer Knowledge – MS Office or equivalent	English typewriting and working knowledge in English
Safaiwala	04 (UR – 2) (OBC-2)	15700 - 50000 (Level -1)	1. VIIIth Std Pass/ Fail must be literate in local language. 2. Should be able to perform cleaning related works.	Should possess sound mental and physical health
Male Nursing Assistant	01 (UR -1)	15700 - 50000 (Level -1)	Diploma in General Nursing and Midwifery (GNM)	Minimum 3 years work experience.

Abbreviation:- OBC –Other Backward Class, UR- Un-Reserved

(Note: Any subsequent corrigendum to this advertisement will be hosted on website of this office only i.e. <https://wellington.cantt.gov.in/recruitment/>)

2. EXAMINATION FEE:

a) Examination fee Rs.150/- (Rupees One hundred and fifty only) is payable only through Online Mode [IMPS/NEFT/RTGS].

ACCOUNT DETAILS FOR PAYING APPLICATION FEE

Name: The Chief Executive Officer, Account No: **38748594809**,

IFSC Code: **SBIN0000828**, Bank: State Bank of India,

Branch: Coonoor.

b) Applicants can avail exemption from paying examination fees as per the concession noted 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 not less than 40%. (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	17.08.2022
Last date for submission of applications through E-mail	19.09.2022 5.00 PM
Date of Examination	The date of examination will be intimated to the eligible candidates along with the Hall ticket via E-Mail.

4. AGE RELAXATIONS

AGE (as on 01.06.2022)

Category of Applicants	Minimum Age (as on 01-06-2022)	Maximum Age (as on 01-06-2022)
OBC	21 Years	33 Years
Others / GEN / UR	21 Years	30 Years

Differently-abled	21 Years	43 Years for OBC and 40 Years for Others / GEN
Departmental Candidates	21 Years	Age relaxation as per rules

Note: Minimum and Maximum age denotes only the completed age. No age relaxation for SC/ST/OBC candidates who are applying for the posts mentioned in the Un-reserved category.

[Above age relaxation will be applicable for particular categories, only if the posts are reserved for particular category.]

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.

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.

d) The above post is on permanent basis and probation period will be as per rules. The CEO i.e. the Competent Authority reserves the right to accept/reject any or all the applications / the whole recruitment processes without assigning any reasons thereof.

e) If the applicant wishes to apply for more than one post, **separate application for each post should be submitted through email.**

7. PROCESS OF SELECTION:-

Sl.No	Name of the Post	Skill Test	Written Test
1	Lower Division Clerk	Yes	Yes
2	Safaiwala	Yes	No
3	Male Nursing Assistant	Yes	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. SYLLABUS FOR WRITTEN /SKILL TEST

Sl.No	Name of the Post	Skill Test	Written Test
1	Lower Division Clerk	Typewriting test in Computer	<p>Duration-3 Hrs (150 Marks)</p> <p>General Studies: 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. (Degree level)</p> <p>Communication Skills, Reasoning and Mental Ability: 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. Degree level)</p>

2	Safaiwala	Cleaning of toilets (no manual scavenging), Clearing of bushes, Segregation of garbage, Cleaning of drainage etc.	--
3	Male Nursing Assistant	Profession related skill test	Profession related subject and basic General Knowledge / Current events.

Note The questions for written test will be set only in English and the questions will be of Objective type. There are no Negative marks for wrong answers.

9. NO OBJECTION CERTIFICATE AND INFORMATION TO THE EMPLOYER FOR THE EXISTING EMPLOYEE IN STATE / CENTRAL GOVERNMENT / PSU ETC:

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:

[As a part of digital India initiatives and curtailment in usage of huge volume of papers, the Recruitment applications/Hall tickets are being received / forwarded digitally only]

- 1) Applicants are requested to visit the page <https://wellington.cantt.gov.in/recruitment/>
- 2) Download the Excel sheet available in the link “**Application Template in Excel format**” under <https://wellington.cantt.gov.in/recruitment/>
- 3) The downloaded template should be filled and saved in the Desktop/Laptop/Mobile Phone. (Please don't rename the excel sheet).
- 4) The applicant should have recent scanned image of their photograph and signature as per the specifications and guidelines given in the “**Help to set Photograph and Signature in Prescribed Size**” under <https://wellington.cantt.gov.in/recruitment/>.
- 5) The filled Excel sheet (Application) along with recent scanned image of Photograph and signature of the candidate should be attached and emailed to the email address cbwell.rect@gmail.com. The subject of the Email may be “**Application for the post of XXXX**”
- 6) The applications received through any other stream / any other official email IDs of this except cbwell.rect@gmail.com will not be considered as a valid application.
- 7) Select the **Post applied for** in the excel sheet for which the applicant wishes to apply.
- 8) All the particulars mentioned in the 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 thereafter. Applicants are requested to fill in the application form with the utmost care and caution as no correspondence regarding change of details will be entertained.

- 9) All the fields in Excel sheet are Mandatory. The applicant should fill all the fields mentioned in the Excel Template. The applicant who has not filled all the fields will not be considered as a valid application and leads to rejection.
- 10) Need not send the printout of the application or any other supporting documents to the Cantonment Board Wellington. The certificate verification will be done only for the selected and waitlisted candidates.
- 11) Separate applications have to be sent for each post.
- 12) The applications received after the scheduled date and time, incomplete or without filling all fields shall not be considered, whatsoever. This office will not be responsible for any transaction delay / non-receipt of application form / Hall ticket.
- 13) The candidate shall be held responsible for correctness of all information given by him / her and in case any information / documents are found to be incorrect at later stage, action shall be taken against the candidate, as deemed fit.
- 14) The Hall Tickets for appearing in Written Test / Skill Test / Both for eligible candidates will be forwarded through Email only. The applicants must comply with each and every instruction given in the Hall Ticket

[Refer **GUIDELINES TO SUBMIT APPLICATION** under <https://wellington.cantt.gov.in/recruitment/> for help]

11. 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. **Grievance Redressal Cell for guidance of applicants:** - In case of any guidance /information / clarification of their applications, candidature, etc., applicants can contact Cantonment Board Wellington Office in person or over Telephone No.0423-2230213 on all working days between 10.00 a.m. and 05.00 p.m or mail us at cbwell.rect@gmail.com.

c. Mobile Phones and other Articles Banned:

i. Applicants are not allowed to bring Cellular Phone, Watches and Ring with Inbuilt Memory Notes, Bluetooth devices etc., or any other Electronic device and Non Electronic devices such as P&G

Design Data Book, Books, Notes, Hand Bags 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.

d. 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., which should be submitted 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 by the Board.

e. If any of their claims is found to be incorrect, it will lead to rejection / debarment.

f. **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.

g. **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 severely viewed and penalized.

h. For violation of “Instructions to Applicants” in any manner, suitable penalty will be imposed as per the ‘Instructions to Applicants’ or as deemed fit by the Board.

Sd/--

Chief Executive Officer
Cantonment Board, Wellington
(MOHAMMED ALI)