



सिकंदराबाद छावनी परिषद
सरदार पटेल मार्ग, कोर्ट हौस परिसर, सिकंदराबाद 500003
दूरवानी संख्या ०४०-२७८०८६००/०४०-२७८०८६०१
SECUNDERABAD CANTONMENT BOARD
SARDAR PATEL ROAD, COURT COMPOUND,
SECUNDERABAD 500003
Tel No. 040-27808600 / 040 - 27808601
Email ID: ceo.scb2009@gmail.com



No. SCB/GEN/Recruitment/2022-23/2586

Date: 14th September, 2022.

EMPLOYMENT NOTICE

Applications are invited for direct recruitment to the following vacant post/posts in the Secunderabad Cantonment Board through speed post/registered post. The interested candidates fulfilling the eligibility criteria can apply for the post offline in the prescribed proforma (Appendix A) and send them same to Chief Executive Officer, Secunderabad Cantonment Board, SP Road, Court House Compound, Secunderabad - 500003, enclosing photocopies of educational qualification and Demand Draft drawn in favour of Chief Executive Officer, Secunderabad Cantonment for the amount specified with respect to concerned post and category. The Secunderabad Cantonment Board is an autonomous local body & service of its employees are governed by The Cantonment Board Employees Service Rules (CBESR), 2021.

1. Details of Posts:

Sl. No.	Name of the Post	Pay Scale	Total No. of Posts (Number may vary)	Category & Age as on last date of receipt of applications i.e. 19.10.2022.	Educational Qualification (Essential)	Desired Additional Qualification
1	Peon	13390-41380	2	UR - 01 (21 - 30 years) SC - 01 (21 - 35 years)	Must have passed VII Class examination and Must be able to ride a Bicycle/Motor Cycle.	Basic Computer Knowledge

2. Age Limit:

The age limit will be considered as on 19.10.2022.

- Age Limit:** As per existing rules under CBESR, 2021 as amended from time to time the minimum age limit is 21 years and maximum age limit is 30 years.
- Age limit shall be relaxed by & 05 years for SC/ST (for reserved posts only) and by 10 years for disabled candidates over and above the admissible age. Physically Handicapped candidates shall attach proof of physical disability (certificate from competent authority).
- Age relaxation will be admissible to the Departmental Candidates of the Cantonment Board, Secunderabad and ex-service men as per CBESR, 2021 and should fill the applications through proper channel.

3. Mode of Selection:

The selection of candidates for appointment to the posts will be made by Multiple choice objective type offline examination. The questions for examination will be set only in English and few questions in Telugu/Hindi if necessitated. There will be no interview for the post. Date, Time & Venue for the written will be intimated on website/portal <https://secunderabad.cantt.gov.in/> in due course of time. Candidates are required to visit website/portal <https://secunderabad.cantt.gov.in/> regularly to check time schedule for written test.

- a) The final selection of these posts will be based on marks secured in the examination and skill test if any. Those candidates who qualify in the Examination in order of merit will be called for verification of Certificates, Community and Category wise for the vacancies available as required.
- b) At the time of Test, the candidates must bring documents in support of their Date of Birth and Identity and recent passport size photograph with him/ her along with Admit Card.
- c) PENALTY FOR WRONG ANSWERS: Candidates should note that for each wrong answer, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.

4. Scheme of Examination:

Post No.	Objective Type Examination	No. of Questions (Each one mark)	Duration
1.	Basic Mathematics of VII Standard	60	100 Min
	Basic Science of VII Standard		
	Basic Language (Hindi/Telugu to English, English to Hindi/Telugu)		
	English Comprehension (Passage Writing)		
	Basic Computers		

5. Syllabus of the examination:

- i) Basic Mathematics of VII Standard, Serial Numbering, Simple Equations, Simple Data Handling etc.
- ii) Basic Science of VII Standard.
- iii) Basic language Questions – Hindi/Telugu to English, English to Hindi/Telugu.
- iv) English Comprehension will test the candidate's ability to understand correct English, has basic comprehension and writing ability, etc.
- v) Basic Computers.

6. Application Fee:

Application processing fee:

Sl. No.	Category	Fee
1.	GEN	300
3.	SC/ PWD /Ex-Service men/ Departmental Candidates	200

The application fee to be paid in the form of DD drawn in the favour of Chief Executive Officer, Secunderabad Cantonment Board and the same has to be enclosed with the applications sent in the post.

MODE OF APPLICATIONS: The interested candidates fulfilling the eligibility criteria can apply for the post offline in the prescribed proforma and send them same to Chief Executive Officer, Secunderabad Cantonment Board, SP Road, Court House Compound, Secunderabad – 500003. Any application form received from any other source shall not be entertained and will be summarily rejected.

IMPORTANT DATES:

Commencing date for Submission of Application	15.09.2022
Last date of receipt of applications	19.10.2022
Issue of Admit Cards and Date of Examination	To be intimated on Website

Note: Applications which are incomplete in any respect, not accompanied by requisite photographs, Signature, essential qualification or without requisite fee or not properly filled are liable to be summarily rejected. **No correspondence in this regard would be entertained.**

7. Admit-Card / Call letter for Test: -Applications will be scrutinized and eligible candidates would be intimated about the date, time and venue for conduct of Test. Further, the admit card will be sent to the candidates to their correspondence address mentioned in the application form.

Candidates are required to visit our website/portal **<https://secunderabad.cantt.gov.in/>** regularly to check any information or any amendments or updates regarding said recruitment and time schedule for the test.

8. Eligibility Criteria:

- i) The candidate must be a citizen of India.
- ii) The candidate must fulfill the minimum essential qualifications like educational qualification, caste, age, experience etc. as stipulated in this advertisement.
- iii) The cut-off date for age will as on 19th October, 2022.
- iv) If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference.

9. GENERAL CONDITIONS:

- i) 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.
- ii) The service of the appointed candidate / person will be governed under The Cantonment Board Employees Service Rules (CBESR), 2021 as amended from time to time, Cantonments Act, 2006, New Pension Scheme as amended from time to time by the Central Govt.
- iii) Probation Period: Appointment of selected candidates shall be provisional as per CBESR, 2021 as amended from time to time.
- iv) No conveyance, TA/DA or any other allowance will be paid for appearing for the test/ Skill test
- v) 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.
- vi) 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.
- vii) Applications and fee payment received through any other mode will be summarily rejected and the candidates are advised to apply only through registered post or speed post.
- viii) 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 from 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.
- ix) 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.
- x) The final selection of the candidate is subject to the medical fitness certificate to be issued by the medical officer appointed by the CEO, Secunderabad Cantonment.

10. Scrutiny of documents along with Application:

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.

- i) Proof of Date of Birth
- ii) Two latest colour passport size photographs.
- iii) Original Certificates of requisite academic qualification with detail marks.
- iv) Caste / Disability certificate (wherever applicable).
- v) Address proof (Domicile Certificate). The original documents as mentioned above of the shortlisted candidates will be checked & verified at office of the Secunderabad Cantonment Board, Secunderabad 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.
- vi) Admit Card

11. Rejection: The following acts of commission would render the candidature/ application as disqualified / rejected:

- i) Not meeting the laid down mandatory essential qualifications.
- ii) Furnishing of false, inaccurate or tampered information.
- iii) Obtaining support for his candidature through unfair means.
- iv) Impersonation by any person.
- v) Submitting fabricated / false documents.
- vi) Making statements which are incorrect or false or suppressing material information.
- vii) Resorting to any other irregular or improper means in connection with his/her candidature for the selection.
- viii) Improper / Incomplete filling of application.
- ix) More than one application submitted for the same post.

12. How to apply for the Posts:

- i)
 - (a) Before applying, the Candidates are advised to go through this advertisement carefully for determining their eligibility as per laid down criteria for the post.
 - (b) Candidate will be required to complete the Application Form, in prescribed format as per Appendix A in all aspects.
 - (d) The admission at all stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
 - (e) Candidates are required to post the duly filled Application Form (Appendix A) along with the enclosures of photocopies of educational qualifications self

attested and fee payment Demand Draft and send the same to the Chief Executive Officer, Secunderabad Cantonment Board, Court House Compound, SP Road, Secunderabad - 500003. No other means / mode of application will be accepted. Candidates are required to have valid e- mail identification and active mobile number and there should not be any change for contact till the selection process is completed. The application form should be received by the Office of Secunderabad Cantonment Board on or before the closing date. Any applications received after the closing date will not be accepted.

- ii) The vacancies advertised are provisional. Decision of the competent Authority would be final with the Recruitment including cancellation of Recruitment process at any stage and no Correspondence in the regard will be entertained.
- iii) The Candidates are advised to submit the Application well in advance without waiting for closing date.
- iv) Applicant should avoid submitting multiple applications for a post.
- v) This office will not be responsible for the applications received after the closing date for any reason such as postal delay etc.

13. IMPORTANT INSTRUCTIONS:


- i) The decision of CEO, Secunderabad 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.
- ii) 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.
- iii) After the examination, details regarding marks obtained by each candidate will be placed on the website of the Cantonment Board, Secunderabad <https://secunderabad.cantt.gov.in/>.
- iv) The applicants are advised to visit at regular interval on the website i.e. <https://secunderabad.cantt.gov.in/> to check any update regarding the examination.
- v) The admit cards of provisionally eligible candidates will be issued by post to the address of correspondence mentioned by the candidate in his application.
- vi) Any doubts/clarifications regarding the application can be cleared from the office of the Cantonment Board Secunderabad on any working day between working hours.
- vii) The candidates are advised to visit the website regularly to be in touch with information / updation regarding the examination.
- viii) Any corrigendum/change regarding the examination will only be notified through the website <https://secunderabad.cantt.gov.in/> and no other medium of giving information to candidates will be incorporated.
- ix) The exact date of the test will be updated through the website <https://secunderabad.cantt.gov.in/> The candidates are advised to check the website regularly.

14. GENERAL INSTRUCTIONS FOR CANDIDATES:

- i) 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 satisfying after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.
- ii) The services of the selected candidates on appointment will be governed by the provision of The Cantonment Board Employees Service Rules (CBESR), 2021 as amended from time to time, Cantonments Act 2006 and Govt. Instructions issued from time to time.
- iii) 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.
- iv) The vacancies advertised are provisional and likely to be permanent. In case the vacancy position is reduced to any number, the Board is not liable to compensate the applicant for any consequential damage/loss.
- v) The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- vi) 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.
- vii) No correspondence in regard to the appointment will be entertained.
- viii) No representation on any grounds for non-appearance for the written test/skill test by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- ix) TA/DA will not be admissible for attending tests as the case may be.
- x) 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 centre of exam will be accepted under any circumstances.
- xi) 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.
- xii) 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.
- xiii) Examination will be conducted offline mode. However, the appointing authority reserves the right to change the mode of examination i.e. offline to online.
- xiv) The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The Number of vacancies is provisional and subject to change (increase or decrease).

- xv) Use of calculator, Laptop, Palmtop, other Digital/electronic instrumental/mobile/cell phone, 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.
- xvi) Candidates are advised not to bring any of the above gadgets in the examination center as no arrangements for keeping any security of these items would be available at the centers.
- xvii) Candidates are required to visit our website on the website/portal i.e. <https://secunderabad.cantt.gov.in/> regularly to check the latest updates, corrigendum, Date for written test and other information regarding recruitment process.
- xviii) All the applicants are required to be present well in advance time on the date & venue before the commencement of written test. Any delay in presence will be marked as absent.




(B. AJITH REDDY)
CHIEF EXECUTIVE OFFICER
SECUNDERABAD CANTONMENT BOARD

HELP DESK CONTACT NO.040-27808600/9490611193



सिकंदराबाद छावनी परिषद

SECUNDERABAD CANTONMENT BOARD

Tel No. 040-27808600 / 040 - 27808601

Email ID: ceo.scb2009@gmail.com



APPLICATION FORM FOR THE POST OF PEON (Appendix A)

Candidate Name					(Affix Recent Passport Size Photograph with self attestation)		
Educational Qualification:							
Date of Birth							
Gender		Category					
EMAIL Address		Mobile Number					
Alternate Mobile Number		Domicile of State					
ID Proof		ID Proof No.					
Are you a person with any Disability (PWD)		Nationality					
Whether belongs to Ex-Serviceman/ Departmental Candidate							
Correspondence Address							
Permanent Address							
EDUCATION QUALIFICATION DETAILS (Photocopies self-attested of the same are to be enclosed with the application)							
Qualification Acquired/ Examination Passed	University/ Institution Name	University/ Institution Place	Stream	Year of Passing	Total Marks	Marks Secured	Percentage
7 th /10 th /SSLC							
10+2 / Intermediate							
Bachelor Degree							
Others (if any)							
Other (if any)							

Details of Payment (Copy of Original Demand Draft to be enclosed with the Application) [To be drawn in favour of Chief Executive Officer, Secunderabad Cantonment Board]	
DD No.	
DD drawn Date	
Amount	
Bank Name	
Educational Qualification Photocopies self-Attested, Payment Details in Original, Other Photocopies if any self-Attested to be Enclosed [Please Tick (✓) in the column opposite]	
7 th /10 th /SSLC	
10+2 / Intermediate	
Bachelor Degree	
Others Qualification (if any)	
Others Qualification (if any)	
Aadhar Card	
Community Certificate	
Original Demand Draft	
Declaration	
<p>I do hereby undertake that the information furnished in this application is true. If in future, any of the information furnished by me in this application or any certificate/document produced by me in support of eligibility conditions laid down in this advertisement is found to be fake or if for any reason I am later found not eligible for the post applied for, my candidature as well as consequential selection or engagement if any shall be cancelled without notice. In that event, the authorities shall not be held responsible for cancellation of my candidature/selection/engagement.</p>	
<p style="text-align: right;">[Signature of the Candidate]</p>	
<p style="text-align: right;">Date:</p>	