



सिकंदराबाद छावनी परिषद
सरदार पटेल मार्ग, कोर्ट हौस परिसर, सिकंदराबाद 500003
दूरवाणी संख्या ०४०-२७८०८६०० / ०४०-२७८०८६०१
SECUNDERABAD CANTONMENT BOARD
SARDAR PATEL ROAD, COURT COMPOUND,
SECUNDERABAD 500003
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No. SCB/GEN/Recruitment/2022-23/2429

Date: 30 August, 2022.

EMPLOYMENT NOTICE

Online applications are invited for direct recruitment to the following vacant posts in the Secunderabad Cantonment Board through recruitment portal i.e. <https://secunderabad-cantt.azurewebsites.net/>. The interested candidates fulfilling the eligibility criteria can apply online from 01.09.2022 to 06.10.2022. 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. 06.10.2022.	Educational Qualification (Essential)	Desired Additional Qualification
1	Assistant Engineer (Electrical)	31460-84970	1	UR - 01 (21-30 years)	Diploma in Electrical Engineering awarded by the State Board of Technical Education or its equivalent qualification recognized by the State Board of Technical Education. Or Passed Degree in B.E./B.Tech (Electrical) or equivalent from a University in India established or incorporated by or under a Central Act, State Act or Provincial Act, or Recognized by the University Grants Commission	Candidates possessing qualification in Masters in Electrical Engineering
2	Electrician	17890-53950	2	UR - 02 (21-30 years)	Must possess a Trade Certificate in Electrician Trade or relevant Trade issued by ITI of any State or its equivalent certificate.	Candidates possessing additional qualification in Trade like repairs to Submersible Pumps, High Capacity Pumps, Motor winding of Pumps etc.

3	Tax Collector	15030-46060	5	UR – 02 (21-30 years) OBC – 01 (21-33 years) SC – 01 (21-35 years) ST – 01 (21-35 years)	Must possess a Degree from any University in India established or incorporated by or under a Central Act, Provincial Act or a State Act or an Institution recognized by the UGC.	Computer Knowledge in MS-OFFICE. Must be able to ride Bicycle/Motorcycle.
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2. Age Limit:

The age limit will be considered as on 06.10.2022.

- Age Limit for Sr. No. 01 to 03: 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 03 years for OBC & 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 computer based examination. There will be a skill test for Post No.2, which will be of qualifying in nature. The questions for examination will be set only in English. There will be no interview for any of the above mentioned posts. Date, Time & Venue for Online test will be intimated on website/portal <https://secunderabad-cantt.azurewebsites.net/> in due course of time. Candidates are required to visit website/portal <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/> regularly to check time schedule for written test.

- 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.
- At the time of Online 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.
- PENALTY FOR WRONG ANSWERS** for Posts 1 to 3: Candidates should note that for each wrong answer, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
- Skill test details for Post 2 will be intimated for the selected candidates in the examination.

4. **Scheme of Examination:**

Post No.	Computer Based Examination (Objective Type)	No. of Questions (Each one mark)	Duration
1.	General intelligence and reasoning	120	100 Min
	General awareness		
	Numerical aptitude		
	English Comprehension		
	Electrical Engineering		
2.	General intelligence and reasoning	100	90 Min
	General awareness		
	Numerical aptitude		
	Syllabus of Electrician Trade		
	Skills Test (Knowledge of repairs to Submersible Pumps, High Capacity Pumps, Motor winding of Pumps etc.)	Qualifying in nature	
3.	General intelligence and reasoning	100	90 Min
	General awareness		
	Numerical aptitude		
	English Comprehension		
	Basic Computers		

A mock test / practice test in case of online mode of examination, will be placed in the website secunderabad.cantt.gov.in where candidates can avail and take this mock test, unlimited number of times.

5. **Syllabus of the examination:**

For Post Code 01:

- i) General intelligence and reasoning will include both verbal and non-verbal reasoning.
- ii) General awareness will include history, culture, geography, economic science, General polity, Indian Constitution, current affairs etc.
- iii) Numerical aptitude will test the knowledge of arithmetical concepts and their use in finding the solution of real-life problems.
- iv) English Comprehension will test the candidate's ability to understand correct English, has basic comprehension and writing ability, etc.
- v) Electrical Engineering includes basic Electrical Engineering, Electrical Circuit analysis, Numerical Methods & Complex variables, Electrical Machines, Engineering Mathematics, Engineering drawing, GIS etc.

For Post Code 02:

- i) General intelligence and reasoning will include both verbal and non-verbal reasoning.
- ii) General awareness will include history, culture, geography, economic science, General polity, Indian Constitution, current affairs etc.
- iii) Numerical aptitude will test the knowledge of arithmetical concepts and their use in finding the solution of real-life problems.
- iv) Electrician Trade - Occupational Safety and Health Basic Safety introduction, Identification, Fundamental of electricity, Wires/cable and its specification, Resistors, Types of Wires and cables, Explanation of switches, Chemical effect of electric current, Application of battery/cell, Introduction of fitting trade, Magnetism, Alternating current, Earthing, Basic electronics, Electric wirings, I.E. rules, D.C. Machines, Transformers, Electrical Measuring Instruments, Induction motor, Alternator, Synchronous Motor, Winding, Illumination, Industrial wiring, Assembly and Wiring, Domestic Appliances, Power Generation, Transmission of electrical power
- v) Skill Test: Repairs to Submersible Pumps, High Capacity Pumps, Motor winding of Pumps etc.

For Post Code 03:

- i) General intelligence and reasoning will include both verbal and non-verbal reasoning.
- ii) General awareness will include history, culture, geography, economic science, General polity, Indian Constitution, current affairs etc.
- iii) Numerical aptitude will test the knowledge of arithmetical concepts and their use in finding the solution of real-life problems.
- iv) English Comprehension will test the candidate's ability to understand correct English, has basic comprehension and writing ability, etc.
- v) Basic Computers including MS Office.

6. Application Fee:

Application processing fee for Post No. 1 to 3:

Sl. No.	Category	Fee		
		Post 1	Post 2	Post 3
1.	GEN	500	400	300
2.	OBC	500	400	300
3.	SC/ST/ PWD /Ex-Service men/ Departmental Candidates	200	200	200

The application fee to be paid through online payment mode via portal while applying for the post.

MODE OF APPLICATIONS: Online Applications complete in all respect will only be accepted. Any application form received from any other source shall not be entertained and will be summarily rejected.

IMPORTANT DATES:

Commencing date for Submission of Online Application	01.09.2022
Last date of receipt of online application	06.10.2022
Download of Admit Card and Date of Examination	To be intimated on Website/Portal

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 Online Test:** -Applications will be scrutinized and only eligible candidates would be intimated online at website/portal <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/> about the date, time and venue for conduct of Test. Further, the admit card will be generated online for eligible Candidates, which can be downloaded by the candidates.

Candidates are required to visit our website/portal <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/> regularly to check any information or any amendments or updates regarding said recruitment and time schedule for online 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 06th 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 Online 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) If the applicant wishes to apply for more than one post, separate application for each post should be made through online mode.
- viii) Applications and fee payment received through offline mode will be summarily rejected and the candidates are advised to apply only through online.
- ix) 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.
- x) 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.
- xi) 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 Online generated 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, along with hard copy of print out of online application are to be produced at the time of verification/scrutiny of documents.

- i) Computer generated Application form duly signed by the candidate.
- ii) Proof of Date of Birth
- iii) Two latest colour passport size photographs.
- iv) Original Certificates of requisite academic qualification with detail marks.
- v) Caste / Disability certificate (wherever applicable).
- vi) 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.

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 candidature for the selection.
- viii) Improper / Incomplete filling of application.
- ix) More than one application submitted for the same post.

12. **How to apply online 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 Online Application Form, the instruction for which is available at the above mentioned site.
 - (c) Before starting the filling up of online application, the candidate must have his / her photograph and signature duly scanned in the .jpg format.
 - (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 apply ONLINE at <https://secunderabad-cantt.azurewebsites.net/>. 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.
- ii) For submission of application, visit the website/portal of <https://secunderabad-cantt.azurewebsites.net/> click on New User Registration.
 - (a) Select the post to apply from the drop down option.
 - (b) Enter your mobile Number (working) and click to get OTP.
 - (c) You will receive the OTP on your mobile.
 - (d) Thereafter, fill the OTP and validation code (CAPTCHA) and click on submit.
- iii) The procedure / steps for filling up of application online is briefed below:

STEP 1: Submission of Application details.
STEP 2: Uploading of scanned Photograph and signature
STEP 3: Payout of application fee online (if applicable)
- iv) The application shall be treated complete only if all the three mandatory Steps (Step-1, Step-2, and Step-3) are completed successfully.

- v) In case candidates are not able to submit fee by closing date, or the application is otherwise incomplete, his/her candidature will be rejected.
- vi) Applicant can view the application details from the already registered user section available on the home page by providing application Number and E-mail id. Applicant is required to ensure that photograph & Signature is visible and fee status changed to paid otherwise application will be treated as incomplete and summarily rejected.
- vii) Check list: Following document(s) should be kept handy before applying online:
 - (a) Credit Card/Debit card/ Bank details.
 - (b) Scanned image of Photographs (JPG format, size between 20-40 KB)
 - (c) Scanned image of Signature (JPG format, size between 10-20 KB)
- viii) For further details and online application, please log on Website/Portal: <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/>.
- ix) 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.
- x) After submitting the online Application, the candidates are required to preserve the print out of the finally submitted Online application for the post Applied for.
- xi) The Candidates are advised to submit the Online Application well in advance without waiting for closing date.
- xii) Neither the print out of the application nor any document should be sent to this office while applying for the post.
- xiii) Applicant should avoid submitting multiple applications for a post.

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 the website of the Cantonment Board, Secunderabad <https://secunderabad.cantt.gov.in/>
- iv) The applicants are advised to login at regular interval on the website/portal i.e. <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/> using his/her application number to check any update regarding the examination.
- v) The details of issuing admit cards of provisionally eligible candidates will be intimated on the website/portal i.e. <https://secunderabad.cantt.gov.in/> & <https://secunderabad-cantt.azurewebsites.net/>.
- 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 online 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 online mode. However, the appointing authority reserves the right to change the mode of examination i.e. online to offline.
- 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/> & <https://secunderabad-cantt.azurewebsites.net/> regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & 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