

# **OFFICE OF THE CANTONMENT BOARD: SHILLONG**

No. 04/EC/CB/SHG/ GEN ESST/VOL-XVI/DE/727

Dated: the 18<sup>th</sup> November 2019

## **EMPLOYMENT NOTICE**

Applications are invited from the eligible candidates for the following posts in Shillong Cantonment Board as per details given here as under:

Sl.No.	Name & No. Post	Qualification : Essential/Desirable	Category	Age limit	Payscale
1.	Safaiwala - 13 Post	Desirable: Primary School passed	<b>07-UR , 06-ST</b>	18 to 25 years. Relaxable to reserved category as per Govt Rules.	Level-1 (in the pay matrix of Revised Pay Structure) plus allowances as admissible.
2.	Fitter (water supply) - 01 post	Essential: Primary School Standard passed with Trade test pass as fitter (water supply)	<b>01-UR</b>	18 to 25 years	Level-2 (in the pay matrix of Revised Pay Structure) plus allowances as admissible.
3.	Chowkidar- 02 post	Desirable: Below Matriculation/ HSLC etc	<b>02-UR</b>	18 to 25 years	Level-1 (in the pay matrix of Revised Pay Structure) plus allowances as admissible.
4.	Lower Division Assistant - 01 post	Essential qualification: HSLC/SSSLC or equivalent. Desirable: Knowledge of computer and typing in English	<b>01-UR</b>	18 to 25 years	Level-5 (in the pay matrix of Revised Pay Structure) plus allowances as admissible.

### **INSTRUCTIONS:**

1. For all the posts, where age limit is prescribed, cutoff date for determining age is 19.12.2019. Age relaxation for reserved category will be considered as per Govt. norms & guidelines.
2. The application form can be downloaded from the office website i.e. [www.cbshillong.org.in/forms.html](http://www.cbshillong.org.in/forms.html) . No other application form shall be accepted other than the one uploaded in the Board's website.
3. Application completed in all respects i.e with Xerox attested copies of certificates, Age Proof certificate (attested), four self addressed stamped envelopes, one self addressed post card and two colour passport size photograph should be submitted to the Chief Executive Officer, Shillong Cantonment Board in a sealed envelope clearly mentioning the post applied for and through registered post only.
4. Separate forms are to be used for application for different post.
5. D.D of Rs. 100/- (Rs. 50/- for candidates belonging to ST/SC/OBC) drawn in favour of "Chief Executive Officer, Shillong Cantonment Board" should be enclosed along with the applications.
6. Completed application form should be addressed to "The Chief Executive Officer, Shillong Cantonment Board, 13 Pine Walk Area, Shillong-793001". The post applied for should be superscribed on the envelope. Applications should be sent through registered post only.
7. The last date for receipt of application is 19.12.2019. Applications received after the last date will not be entertained. This office will not be responsible for non-receipt/late receipt of any application sent by the candidates due to postal delay.
8. For applications from outside the state of Meghalaya and Assam, the last date will be 02.01.2020. Application received after the last date will not be entertained.
9. The written test/Skill test/Physical test/Interview venue will be intimated later. The written test will be conducted in English medium only.
11. The decision of the office as to eligibility or otherwise of a candidate will be final. The office reserves the right to reject or accept any candidature without assigning any reason thereof.
12. Other terms and conditions, please refer to [www.cbshillong.org.in](http://www.cbshillong.org.in)
13. Scheme of examination will be uploaded subsequently in the Board's website. The applicants are requested to check the Board's website regularly.

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Chief Executive Officer,  
Shillong Cantonment

**The Shillong Cantonment Board's decision final :-**

The decision of the Board in all matters including those relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of venue to candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

**Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document.

Without prejudice to criminal action/ debarment from Board's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of such candidates found to have indulged in any of the following:-

- (i) In possession of mobile phone & accessories including earphone and cords, bluetooth devices and other electronic gadgets within the premises of the examination centre, whether in use or in switched off mode or otherwise.
- (ii) Using unfair means in the examination hall/Lab.
- (iii) Obtaining support for his/her candidature by any means.
- (iv) Impersonate/Procuring impersonation by any person.
- (v) Submitting fabricated documents or documents which have been tampered with.
- (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 examination.
- (viii) Disruption of examination process, instigating other candidates or resorting to any other unruly behaviour in the examination hall/lab.
- (ix) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or Board's representatives.
- (x) Intimidating or causing bodily harm to the staff employed by the Board for the conduct of examination.

**NOTE: CANVASSING IN ANY FORM DIRECTLY OR INDIRECTLY WILL DISQUALIFY A CANDIDATE AND ANY CANDIDATE FOUND OFFERING BRIBE TO ANYONE INVOLVED IN THE RECRUITMENT PROCESS OR IN A POSITION OF AUTHORITY SHALL BE DISQUALIFIED AND/OR DEBARRED FROM FUTURE EXAMINATIONS.**