

General Conditions

1. The applicant in Proforma given below on A-4 size plain paper duly typed in Hindi/English and supported with attested copies of the relevant marks sheets/Certificate etc. should reach at Cantonment Board Kasauli, Tehsil, Kasauli Distt. Solan (H.P) on or before 31.08.2017 upto 5.00 PM. Application from the candidates belonging to interior areas as declared by the Govt. will be reached on or before 15.9.2017 upto 1700 hours. A candidate can apply for only one post on one application.
2. The selection of candidate for the post of Clerk will be based on written test and Typing test (English or Hind), Medical fitness etc. Medium of examination will be in English.
3. A person should be deemed disqualified amongst the region described under section 37 of the Cantonment Act 2006.
4. The age limit for the un-reserved post shall be 18-25 years as on 31.08.2017. Age relaxation for reserved posts only be given to (SC, ST, OBC) categories candidates as applicable as per Rules of Govt, of India. The person belonging to reserve category should submit proof duly issued by the competent authority.

-5 years relaxable for SC/ST.
-3 years relaxable for OBC.
5. Only valid proof for age i.e. Birth Certificate issued by competent authority/Matric certificate will be accepted, affidavit regarding age from Court(s) will not be accepted.
6. The Candidate should apply on the prescribed proforma only.
7. The photograph/certificate should be attested by a Gazetted Officer only.
8. No TA/DA shall be paid for appearing in test/ interview.
9. A demand draft worth Rs. 200/- in case of General, OBC and Rs. 100/- for reserve categories in favour of the Chief Executive Officer, Cantonment Board, Kasauli payable at State Bank of India, Kasauli Cantt should be enclosed with the application form.
10. The application by registered post should reach this office on or before 31.08.2017 upto 5.00 and from interior areas on or before 15.9.2017 upto 1700 hours accompanied by **two photographs and two self addressed envelopes of 5x11 size affixed with 25 Rs. Postal stamp alongwith the application.** The office will not be responsible for any transaction/ delay/non-receipt application forms by the postal department.
11. Canvassing in any form will be a disqualification and candidature of such candidates is liable to be summarily rejected.
12. Candidates should super scribe the post applied for on the TOP of the envelope.
13. Incomplete or unsigned application and applications received without photographs or without proper enclosures or received after due date will be summarily rejected.
14. Candidate already serving in any recognized institution, autonomous body, Central/State Govt. undertaking should apply through proper channel or through his/her employer.
15. The application received after due date of receipt will not be considered under any circumstances.

FORMAT OF APPLICATION FORM

APPLICATION FOR THE POST OF _____

1. Name of candidates capital letter :
2. Father's /Husband's Name :
3. Date of Birth :
4. Age as on 31.08.2017 :
5. Permanent Address (with pin code) :
6. Address for correspondence :
(with pin code)
7. (a) Religion
(b) Whether belonging to SC/ST/OBC :
8. Gender – Male/Female :
9. Details of Educational Qualification :

Paste latest
passport
size
photograph
duly attested

From matriculation onwards (enclose a separate sheet duly authenticated by your is the space below is insufficient)

| | | | | |
|--|--|--|--|--|
| (a) Examination passed | | | | |
| (b) Year of passing | | | | |
| © Name of college/institute | | | | |
| (d) University/Board | | | | |
| (e) Main subjects | | | | |
| (f) Total aggregate and percentage of marks obtained, Division and remarks if any | | | | |

10. Details of experience if any, in the relevant field
11. Detail of enclosures

1. _____ 2. _____ 3. _____ 4. _____

12. Demand Draft No. _____ & Date _____
Bank Name and Branch _____
(please write name and address on the back side of the Demand Draft)

DECLARATION:

I have carefully gone through the vacancies circular/advertisement and I am well aware that the Application Form/Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Authority competent at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me are true correct and complete to the best of my knowledge and belief. I undertake that, if any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature/
Appointment/services will stand cancelled/terminated without assigning any reasons therefore.

DATE:
PLACE:

**Signature of the Candidate
Name**