



खडकी छावनी परिषद

१७, फील्ड मार्शल करिअप्पा मार्ग, खडकी, पुणे - ४११००३

KIRKEE CANTONMENT BOARD

17, Field Marshall Carriappa Marg, Kirkee, Pune – 411003
Telephone / दूरभाष ०२० २५८१७५१०, फ़ैक्स/ Fax- 020 25818391
Email: - ceokirkee@gmail.com Website: - www.cbkirkee.org.in

No.27/1/Recruitment

Date : 22 April 2022

Application in the prescribed format are invited from eligible candidates for direct recruitment to the post of Computer Programmer, in the office of the Kirkee Cantonment Board.

2. Candidates must clearly mention " Application for the Post of Computer Programmer" on the top of the envelope while sending the application form. The last date for receipt of application is 10/06/2022 upto 1700 hours. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangri (Sub-Division of Chamba District of Himachal Pradesh), Andaman Nicobar and Lakshadweep islands are given Two weeks extra time to submit the application.

Description of Post :-

Name of the Post	Pay scale (as per 7 th Commission)	Reservation Status		Age Limit (as per CBESR,2021) as on 31/05/2022	Essential Educational Qualification
		UR	Total		
Computer Programmer	Rs.41800-132300(S-15)	01	01	21-30 Yrs.	Masters Degree in Computer Application or Bachelors degree in Information Technology, Computer Engineering, Bachelor/Masters in Computer Science or equivalent.

3. Detailed Advertisement , Prescribed Format of the Application form and other information are available on <https://kirkee.cantt.gov.in>

4. Candidates are requested to download the application form from the above mentioned website. The duly filled application form along with self-attested copy of Education Qualification/Certificate should be sent by Ordinary Post on the below mentioned address:-

**Chief Executive Officer
Office of the Cantonment Board Kirkee
17 Field Marshal Carriappa Marg , Kirkee
Pune - 411 003 (Maharashtra State)**

** The application should reach within the prescribed time limit .The Cantonment Board Kirkee is not responsible for postal delay. Any application received after time limit will be rejected. **

5. Age relaxations for various categories will be as under:-

Categories	Year of Relaxation
UR	No age relaxation
Ex-Servicemen (UR/General)	03 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application
Departmental Candidates (General/UR) who have rendered at least 03 years of continuous service as on closing date for receipt of application	Upto 40 Years
PH Candidates	10 Years

6. Application Fee: Application fee will be Rs.200/- (non-refundable) for all candidates (Except for Ex-Serviceman, women candidate and transgender) to be paid through Demand Draft in favor of a "Chief Executive Officer, Cantonment Board Kirkee payable at Indian Bank, Kirkee, Application fee once paid shall not be refunded under any circumstances and will not be used for any future recruitment process

7. Photocopy of the following document/certificates to be attached along with Application duly self –attested:-

- a. Mark sheet of the essential educational qualification.
- b. matriculation certificate.
- c. 2 Self –addressed envelope duly affixed with Rs 30/- postal stamp.
- d. 3 latest passport size photograph duly attested by self on back side of photograph.in Case of E-serviceman:- Discharge Certificate from service,service,copy of Pension PPO and copy of Ex-serviceman Identity Card.
- f. Experience certificate, if any.

8. Admit Card/Summon Letter:-Application will be scrutinized and admit card only for Eligible candidates would be sent by post.

9. Date, Time & Venue for conduct of Written Examination/Skill Test: - To be published on website.

10. Mode of Selection:

- a. Final selection and merit will be based on written test only (The written test will be of 100 marks on the subject of Objective Type Questions having duration of 90 minutes). Answers to the questions will have to be marked on OMR Answer sheet. The questions for written test will be set only in English
- b. **Skill Test:-** The candidates, who will qualify written test as per criteria set by recruitment committee, will have to appear/undergo for the skill test mandatorily.

The qualifying criteria/passing mark/qualifying marks in skill test will be set by recruitment committee. Candidates who will obtain the qualifying/passing marks in the skill test will be considered for final ranking of selection as per marks obtained/Secured by them in Written Examination. The skill test will be of qualifying nature and mark secured in skill test will not be considered for final ranking/selection. The marks obtained in written test only considered for final ranking /selection.

- c. Candidates should note that there will be penalty (negative marking) for wrong answers marked by a candidate in the Objective Type Question Papers. There are four alternatives for the answers to every question. **For each question for which a wrong answer has been given by the candidate, one-third (0.33) of the marks assigned to that question will be deducted as penalty.** If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

11. Eligibility Criteria:-

- a. The candidate must be a citizen of India.
- b. The candidate must fulfil the educational qualification, age and other requirements as mentioned in this advertisement.

12. Syllabus for written Examination

The question paper shall be of 90 minutes duration of 100 marks consisting of 100 questions of objective type questions:-

Subject	No. of question	Section wise Marks	Total Marks
Reasoning and Quantitative Aptitude	25	25	100
General Knowledge/Awareness	15	15	
English Comprehension	10	10	
Computer Based Questions	50	50	

Reasoning :-

Number Series, Classification, Venn Diagram, problem on Figural Pattern, Statements and Arguments, Statements and Assumptions, Puzzles, Coding and Decoding, Alphabet Series, Analogy, Paper Folding, Syllogism, Statements and Conclusion, Assertions and Reasoning, Seating Arrangements, Word buildings, Blood Relation.

Quantitative Aptitude:-

Simplification, Number Series, Percentage, Ratio and Proportion, Time, speed and Distance, Average, Geometry and Mensuration, Permutation and Combination, Bar Graph, Trigonometry, Number System, Square Root, Surd and Indices, Profit and loss, Simple and Cisterns, Boat and Stream, Probability, Pie Chart, Line Graph, Linear Equation, Mixture and Allegation, Discount.

English Comprehensive:-

Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage, Part of Speech, Tenses, Article, Subject-Verb Agreement.

General Knowledge/ Awareness:-

Questions are designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its

neighboring countries especially pertaining to Indian History, Culture, Indian Geography, Economic Scene, General policy, scientific research, Technology, Award & Honors, Indian Polity & Constitution, Current events and issues of National & International Importance.

13. General Information:-

- a. The services of the appointed candidate/person will be governed under Cantonment Board Employees Service Rules 2021, Cantonments Act., 2006, CCS (Conduct) Rules and Pension Rules as amended from time to time by the Central Govt. as are applicable to employees of Cantonment Boards.
- b. Candidates already serving in any recognized institution, autonomous body or Central/State Government Undertaking should apply through proper channel
- c. The post is provisional for a period of 2 years (i.e. on probation) & thereafter permanent.
- d. No TA/DA will be paid to the candidates for appearing for the Examination/ Skill test.
- e. **The selected candidate will oversee the works of Cantonment Board, Kirkee and will also have to work with IT Team at Delhi and Headquarter at Pune based on requirement.**
- f. Department reserves the right to postpone/cancel/suspend/terminate the recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.
- g. If there are two or more candidates in the same category having equal marks in the examination/ skill test, the candidate older in age get preference.
- h. The appointing authority shall draw a reserve panel/waiting list addition to the number of candidates selected as per the notified vacancy. 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 to 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 candidates within one year of joining the post, the same shall be filled up from this reserve panel/waiting list.
- i. The Candidates applying for the recruitment should ensure that they fulfil all eligibility conditions for admission to recruitment. Their admission to all the stages of the recruitment will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Cantonment Board Kirkee

- j. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for interview/skill test.
- k. The Cantonment Board reserves the right not to fill up the post advertised without assigning any reason.
- j. In case of any dispute, any sue or legal proceeding by or against the Cantonment Board, Courts within whose local Jurisdiction, Headquarter of the Cantonment Board is situated shall have the Jurisdiction.
- k. Canvassing in any form may lead to cancellation of candidature.
- l. The Cantonment Board shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents / background and has suppressed the said information, his/ her services shall be terminated forthwith.
- m. Applications sent through e-mail will not be entertained, only application sent through Post will be accepted.
- n. The appointing authority makes provisional selection of the candidates on the basis of information provided in the application and document/certificates 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 satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.
- o. The candidates should have a **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 of any unknown person to avoid any complication.
- p. The applicant should visit website <https://kirkee.cantt.gov.in> frequently to check any update regarding the examinations.
- q. Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board, kKrkkee on any working day between 11am to 5 pm.

- r. **Any corrigendum /changes/ clarification regarding the examination will only be notified through the website <https://kirkee.cantt.gov.in> and no other medium of giving information to candidates will be incorporated.**
- s. All the applicants are required to be present well in advance at least 1 hour before commencement of Examination/ Skill test on the date & venue. Any delay in presence will be marked as absent.
- t. The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancy is provisional and subject to change.
- u. Use of calculator, Laptop, Palmtop, other digital, electronic Instrumental /mobile/Cell phone, Paper etc. is not allowed. In case of any Candidate found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceeding will be initiated against the candidates.
- v. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.
- w. No candidate 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 penalised.

14. Documents required at the time of scrutiny of documents along with Admit

Card: After considering the merit list, the shortlisted candidates 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 Admit Card are to be produced at that time. The original documents as mentioned below of the shortlisted candidates will be checked & verified at Cantonment. Board Office, Kirkee Cantt and further, the appointing authority will undertake an exercise of verification of character and antecedents of the Candidates. Photocopies of following self-attested documents should accompany the application forms:-

- a) Application form duly signed by the candidate.
- b) Admit Card of the Candidate
- c) Certificate of date of birth/Matriculation Certificate
- d) Caste Certificate.
- e) Two latest coloured passport size Photographs.
- f) All the requisite Academic qualification with details of marks.

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 also appear in the final merit list. .Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including reserve of the right for cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

15. Rejection.

The following acts/omission would render a candidate/application disqualified/rejected.

- a. Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/Standards/Tests.
- b. Furnishing of false, inaccurate or tampered information.
- c. Obtaining support for his/her candidature through unfair means.
- d. Impersonation by any person.
- e. Submitting fabricated/false documents.
- f. Making statements which are incorrect or false or suppressing material Information.
- g. Restoring to any other irregular or improper means in connection with his Candidature for the selection.
- h. improper/incomplete filling of application form.
- i. Recommendation of any kind will lead to disqualification for the post.

16. In case of any guidance /information/clarification regarding their application candidature etc. candidates can contact on following -

Email ID- (kcb.recruitment@gmail.com)
Office Contact No:- 022-25819120

**CHIEF EXECUTIVE OFFICER
KIRKEE CANTONMENT BOARD**

