

**CLEMENT TOWN, CANTONMENT BOARD**

**EMPLOYMENT NOTICE : DIRECT RECRUITMENT FOR THE POST OF  
ASSISTANT TEACHER**

**APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING WEBSITE / PORTAL:**

**[www.canttboardrecruit.org](http://www.canttboardrecruit.org)**

1. Online applications are invited from the eligible Indian Citizen / Candidates for the under mentioned post in Clement Town Cantonment Board, in the pay scales as given below:-

Name of Post	Pay Scale	OBC	Unreserved (General)	Total Vacancy
Assistant Teacher (Cantonment Junior High School, Clement Town)	Pay Band = 5200 - 20200, Grade Pay = 2800/-	01	01	02

2. **Details of Lower / Upper Age Limit** - Age limit as per existing rules under CFSR 1937 is 18-25 years and age relaxation for the reserved categories i.e. for SC, ST, OBC, person with benchmark disabilities & Ex-servicemen is as per existing rules and instructions of the Central Govt. Cut off date for determining the age shall be the last date of receipt of application.

Sr. No.	Category	Extent of age Concession
1	Scheduled Caste and Scheduled Tribes	5 Years
2	Other Backward Class	3 Years
3	Persons with Disabilities a. SC/ST persons with disabilities b. OBC persons with disabilities	10 Years a. 15 Years b. 13 Years
4	For other categories	As per extant instructions of DoPT, Govt. of India.

3. **Educational Qualifications Required** - Mandatory educational qualification required for each post is as follows:-

Post	Qualifications
Assistant Teacher (Cantonment Junior High School, Clement Town)	<b>Educational Qualifications</b> : B.Sc. (Maths / Statistics / Physics / Chemistry / Biology / Botony / Zoology / Geology / Other Science Streams)  <b>Training Qualifications</b> : B.Ed from recognized University with minimum 50% marks.  CTET / TET Qualified

4. **EXAMINATION / APPLICATION FEES** : Examination / Application fee will be Rs. 500/- (non refundable) for general and ex-servicemen candidates and Rs. 300/- (non refundable) for SC, ST, OBC and Persons with benchmark disabilities to be paid through online payment mode via above said application software only ([www.canttboardrecruit.org](http://www.canttboardrecruit.org)).
5. **MODE OF APPLICATIONS** : ONLINE APPLICATIONS only, complete in all respect will be accepted. Any application form received from any other source shall not be entertained and will be summarily rejected.

  
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Commencing date for submission of online application	16/08/2021
Last date of receipt of online application	15/09/2021

**Note -** Applications which are incomplete in any respect, not accompanied by requisite photographs, signature or not properly filled are liable to be summarily rejected. **No correspondence in this regard would be entertained by the Department.**

Applications will be scrutinized and only eligible candidates would be intimated online at website / portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org).

**Candidates are required to visit our website / portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org) regularly to check any information or any amendments or updates regarding said recruitment.**

6. **MODE OF SELECTION :** The selection shall be based on written test followed by skill test. The merit shall be prepared from the marks obtained in written test, however a skill test shall be only qualifying in nature.

a. **Details of Written Test**

The written test shall comprise of 100 multiple choice questions (maximum marks 100) which will be objective in nature. The candidates will be required to complete the written test within 02 hours duration. Every question will be of 01 marks and there will be no negative marking.

b. **Syllabus of Written Test**

General Studies and General Knowledge, Mathematics, Science, Logical Reasoning, Aptitude, Child Development and Pedagogy and Language

c. **Details of Skill Test**

Skill test will be demonstration based qualifying test. It will consist of 100 marks and it will be qualifying in nature. Qualifying marks will be 50% i.e. 50 marks. Each candidate will be assessed on following parameters and sub parameters. Different kind of exercises will be conducted to assess candidate based on following parameters.

S.No.	Parameters	Sub Parameters	Marks
1	Designing Learning Experiences	Use existing Knowledge and experiences of students while planning	05
		Consider Learning Outcomes (Los) while planning, student centered strategies (engaging students in creative and critical thinking, inquiry, investigation, and problem-based learning; encouraging discussion, dialogue, debate, cooperative and collaborative activities, etc.)	10
		Provide opportunities to all students to participate, Acknowledge students responses and encourage their participation.	05
		Plan for engaging all students in different activities e.g. How teacher motivate and engage most of the students during the lessons.	10
		Collect, prepare and integrate the relevant teaching learning materials (TLMs) e.g. ICT resources, display of TLM to ensure qualitative learning.	05

  
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		Planning assessment strategies. e.g. multiple ways of assessment such as pen paper test, surprise test, etc.	05
2	Knowledge and Understanding of Subject Matter	Exhibit content knowledge with conceptual clarity using appropriate examples.	10
3.	Strategies for Facilitating Learning, Creating Conducive Learning Environment	Use available space in the classroom to organize different activities e.g. Use of space such as science corner / class library / artifacts / display boards / seating arrangement etc	05
		Cleanliness in classrooms and school : will be assessed on awareness and initiatives	05
		Take care of safety of students in the classroom : will be assessed on awareness	05
		Issues of personal health & hygiene of students : awareness and ideas about how teacher will engage students in such discussion	05
		Strategies for ensuring classroom discipline : how teacher will address problems of discipline such as bullying, abuse, calling names, punctuality etc. among students in the classroom	05
		How teacher will create opportunities to students for development of qualities like care, concern, compassion, sympathy, empathy, and stress management	05
4.	Communication Skills	Write grammatically correct sentences with proper spacing and punctuation marks	05
		Interpersonal Relationship: How teacher will maintain relationship with students, colleagues, parents and community	05
5.	School Development	Awareness regarding School Management Committee (SMC)/ Parent Teacher Meeting (PTM)/Parent Teacher Association (PTA) activities	05
		Awareness regarding organizing activities- Guidance & Counseling, NCC, NSS, Scouts & Guides, Red Cross, various club activities, resource mobilization, and school budgeting	05
<b>Total Marks</b>			<b>100</b>

**7. ELIGIBILITY CRITERIA:**

- (i) The candidate must be a citizen of India
- (ii) The candidate must fulfill the educational qualification, age, experience etc. as stipulated in this advertisement.

**8. RESERVATION BENEFITS:**

- (i) Reservation benefits will be available to the SC, ST, OBC, EWS, Persons with benchmark disabilities & Ex-serviceman Category candidates in accordance with the latest instructions/orders/circulars issued by Central Govt. from time to time.

  
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- (ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, must be in possession of relevant certificate issued to them by the competent/notified authority (in prescribed format required for employment under Central Govt) on or before the closing date of application; otherwise their claim for reservation shall be rejected.
- (iii) The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her Caste certificate issued, on or before the closing date of application.
- (iv) The EWS candidates must be in possession of income and asset certificate issued by competent authority on or before the closing dated of application.  
(Note: - This will be regulated as per DOPT Guidelines.)

**9. GENERAL CONDITIONS:**

- i. **The services of the appointed candidate / person will be governed under Cantt Fund Servant Rules, 1937 and pension rules amended from time to time by the Central Govt. and made applicable to employees of Cantt Boards.**
- ii. The post is provisional for a period of 2 years (i.e. on probation) & thereafter permanent if considered suitable by appointing authority as per rules.
- iii. Appointed candidate will be employee of the Cantonment Board Clement Town and not of Central Govt.
- iv. **The applicant can apply through online only.** No application will be entertained after **closing date.** Administration will not be responsible for any server failure.
- v. No TA / DA will be paid to the candidates for appearing for the skill test.
- vi. 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.
- vii. The appointing 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 candidates within one year of joining the post, shall be filled up from this reserve panel/waiting list.


**10. Documents required at the time of Scrutiny of documents along with Online generated Applications:**

Shortlisted candidates for skill test will be called for verification/scrutiny of documents at the time of skill test. 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 that time.

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. Photocopies of following self-attested documents should accompany the application forms:

- i. Computer generated Application form duly signed by the candidate.
- ii. Passport size Photographs
- iii. School Leaving Certificate
- iv. Caste Certificate (SC, ST, OBC)
- v. Non creamy layer certificate (OBC)
- vi. Eligibility certificate for candidates of Economically weaker section (EWS)
- vii. Certificate for benchmark disabilities
- viii. Ex-servicemen Certificate
- ix. HSC Mark Sheet
- x. HSC trial certificate
- xi. CTET/TET-1 TET-II Mark Sheet

  
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- xii. Graduation Mark Sheet (If applicable)
- xiii. Graduation Degree Certificate (If applicable)
- xiv. B.Ed, Mark Sheet (If applicable)
- xv. B.Ed. Trial Certificate (If applicable)
- xvi. Other Documents which candidate want to produce in support of mandatory qualification

Candidates must carry the Originals & photo copies of all the above documents for verification while appearing for scrutiny of documents.

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. Candidature of candidate may be cancelled at any stage of recruitment in case violation of necessary instruction/conditions/eligibility.

The vacancies advertised are provisional and liable to vary. Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including reserving the right to cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

**11. REJECTION:** The following acts/omission would render a candidate/application disqualified/rejected.


- i. Not meeting / Qualifying / Passing the laid down Mandatory Educational Qualification / Standards / Test.
- 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 form.
- ix. Recommendation of any kind will be a disqualification for the post.

**12. SELECTION WILL ALSO BE SUBJECT TO THE FOLLOWING CONDITIONS:-**

- i. Medical Fitness Test.
- ii. Verification of Character and Antecedents.
- iii. Verification of caste certificate and creamy layer certificate status wherever applicable (Belonging/Not Belonging to creamy layer)
- iv. Verification of Educational qualification certificate & Experience Certificate.
- v. Verification of all Certificates/documents from issuing authority.

**13. HOWTO APPLY ONLINE:**

1.
  - a) **Before applying, the Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.**
  - b) Candidates will be required to complete the Online Application Form, the instructions for which are 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 the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
  - e) Candidates are required to apply ONLINE at [www.canttboardrecruit.org](http://www.canttboardrecruit.org) between 16/08/2021 to 15/09/2021. No other means / mode of application will be accepted. **Candidates are required to have valid e-mail identification and active mobile number.**

  
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2. For submission of application, visit the website/portal at [www.canttboardrecruit.org](http://www.canttboardrecruit.org) and click on 'New User Registration'
  - a. Select Clement Town from drop down option in the Cantt Board
  - b. Select the Post to apply from the drop down option.
  - c. Enter your Mobile Number (working) and click to get OTP.
  - d. You will receive the OTP on your mobile.
  - e. Thereafter, fill the OTP and validation code (CAPTCHA) and on submit.
3. The procedure / steps for filling up of applications online is briefed below;
 


**STEP 1: Submission of Applicant's details.**

**STEP 2: Uploading of scanned Photograph and Signature.**

**STEP 3: Payment of application fee online (if applicable)**
4. The application shall be treated complete only if all the three mandatory Steps (Step-1, Step-2 and Step-3 are completed successfully.
5. In case candidates is not able to submit fee by **closing date**, or the application is otherwise is incomplete, his / her candidature will summarily be rejected.
6. Applicant can view the Application details from the already Registered User section available on the home page by providing Application Number and Email 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.
7. Checklist : Following Document(s) should be kept handy before applying online ;
  - a) **Credit Card / Debit Card / Bank details.**
  - b) **Scanned image of Photograph ( JPG format, size between 20-40 KB)**
  - c) **Scanned image of Signature (JPG format, size between 10-20 KB)**
8. For further details and online application. Please log on to our Website/Portal ; [www.canttboardrecruit.org](http://www.canttboardrecruit.org)
9. 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,
10. **The Candidates are advised to submit the Online Application well in advance without waiting for closing date.**
11. Neither the Print out nor any document should be sent to this office while Applying for the post.
12. Applicants should avoid submitting multiple applications for said post.

#### 14. IMPORTANT INSTRUCTIONS


1. The decision of CEO/Cantonment Board, Clement Town in all matters relating to acceptance or rejection of an application, eligibility / suitability of a candidate shall be final and binding for all the candidates.
2. 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.**
3. The applicant can login at any time on the website/portal i.e. [www.canttboardrecruit.org](http://www.canttboardrecruit.org) using his/her application number at any time to check any update regarding the examination.
4. Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board, Clement Town on any working day between working hours.

  
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5. The candidates are advised to visit the website regularly to be in touch with any information / updation regarding the recruitment.
6. Any corrigendum / changes regarding the examination will only be notified through the website [www.canttboardrecruit.org](http://www.canttboardrecruit.org) and no other medium of giving information to candidates will be incorporated.
7. The Vacancies advertised are provisional and likely to be permanent. Decision of the Competent Authority would be final with regards to all matters connected with the Recruitment including cancellation of recruitment process at any stage and no Correspondence in this regard will be entertained.

#### 15. 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/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.
- (ii) The services of the selected candidates on appointment will be governed by the provisions of Cantt Fund Servant Rules 1937 as amended from time to time, Cantonments Act 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 / Board 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 reasons(s) and in case of unfair means, cheating or other irregularities / malpractice noticed by the appointing authority.
- (vii) Graduation and post graduation degree must be obtained from University affiliated / granted by UGC.
- (viii) Candidates must have passed PTC/D.El.Ed./B.Ed./four year B.El.Ed. examination from the institute affiliated / granted by National Council for Teacher Education.
- (ix) If candidate has appeared in CTET/TET for more than one time, the marksheet produced by the candidate shall only be considered.
- (x) If any examination has been passed by more than one attempt, then the certified true copies of all the marksheets should be attached without fail.
- (xi) Candidate have to mention only the total marks & marks scored / obtained & if it is not mentioned in marks sheet & only if CGPA/CPI/GRAD/EQUIVALENT PERCENTAGE are given the such candidates have to obtain mark sheet from university for full marks & scored marks. The marks scored calculated / derived by formula shall not be valid. The marks (grand total) shall be considered if mentioned as

  
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per pattern of university only. The mark-sheet obtained from university shall have to be attached with the application.

File No. 134/Estt./CBC/

Date: 30/07/2021

Place: Dehradun



(Abhishek Rathour)

Chief Executive Officer  
Cantt. Board, Clement Town