



बकलोह छावनी परिषद
बकलोह छावनी – 176301
BAKLOH CANTONMENT BOARD
Bakloh Cantonment 176301



Email: - ceobaki-stats@nic.in

Website: - <https://bakloh.cantt.gov.in>

No.CBB/21-8/Recruitment 2022 (Tax Collector)

Date: 14th December, 2022

Online applications in the prescribed format are invited from eligible candidates for direct recruitment to the posts of Tax Collector in Cantonment Board Bakloh. For filling up online application form, candidates should visit the Bakloh Cantonment Board's official website, <https://bakloh.cantt.gov.in>, by clicking on "INFORMATION" tab available on homepage.

Description of Post :-

Sl. No	Name of Post	Pay Scale	Total No of Post	No. of vacancies				
				UR	SC	ST	OBC	EWS
1.	Tax Collector	L-3 (20200-64000)	01	-	01	-	-	-
Minimum Essential Qualification		(i) Must have passed 10+2 examination or its equivalent from a recognized Board of School Education or University. (ii) Must possess a minimum speed of 30 wpm in English typewriting or 25 wpm in Hindi typewriting on computer. (iii) Must have adequate knowledge of "MS word and Excel" on computer as prescribed by the Recruiting Authority.						
Desirable Qualification		(i) Degree with good working knowledge on computers (Microsoft Office, MS Word, MS Excel, MSPOWERPOINT, Knowledge of modern operating systems, networking, and Office software). (ii) Adequate Knowledge of Accounts/Stock Register Maintenance.						

Date of online applications link activation:

12/01/2023

Last date for receipt of online applications:

12/02/2023

2. Age relaxations for various categories will be as under: No age relaxation will be admissible for UR posts. (Age limit will be reckoned as on 31/01/2023).

Category of Applicants	Minimum Age	Maximum Age
Age criteria	21 Years	35 Years
Departmental Candidates (For Cantt Board Bakloh Only)	Upto the age of 40 years.	
Ex-Serviceman	03 Years after deduction of the military service rendered from the actual as on the closing date for receipt of application.	

3. Application Fee:

Sr. No.	Particulars	Amount (Rs.)
1.	The application fees for all the candidates except for SC/ST/EWS, Ex-Serviceman, Widow/divorced/judicially separated women candidate, PH candidate, transgender and departmental candidate.	600/-
2.	For SC/ST/EWS, Ex-Serviceman, Widow/divorced/judicially separated women candidate, PH candidate, transgender and departmental candidates	300/-

Application fee to be paid through online mode provided on the portal/website in favour of “Chief Executive Officer, Cantonment Board Bakloh”. Application fee(s) once paid shall not be refunded under any circumstances and will not be used/adjusted for any future recruitment process. For Sr.No.2, i.e. Rs.300/-, in above cases candidate must upload their application fee discount document, if not already uploaded, in “Any Other document”.

4. Scanned copies of the following document/certificates to be attached along with Application duly self-attested:-

- a) Certificate/Mark sheet of the essential educational qualification.
- b) Certificate/ Mark Sheet of desirable qualification.
- c) School Leaving Certificate/any other valid Birth proof for age verification.
- c) Latest passport size colour photograph and signature of candidate .
- e) In Case of Ex-serviceman:- Discharge Certificate from service, service copy of Pension PPO and copy of Ex-serviceman Identity Card.
- f) In case of Widow/Divorced/Judicially separated woman, document of proof to be submitted. Certificate regarding ‘non re-married’ also to be submitted.
- g) Photo copy of Caste Certificate, duly attested by self for reserved posts (if required).

Note: Size of passport size photograph and signature must be less than 200 KBs and for any other document the size must be upto 1MB.

5. **Admit Card:-** Online Applications will be scrutinized and admit cards issued only for eligible candidates. Link will be provided after scrutiny for downloading the admit cards. Link of Admit Card will be available only for particular time period i.e. not more than 30 days from the date of opening of the downloading start date, or as decided by the recruiting authority. Hence, candidates are requested to visit the website <https://bakloh.cantt.gov.in> regularly and apprise themselves of any updates in this regard.

6. Date, Time & Venue for conduct of Written Examination/Skill Test: - will be published on website and will also be available in Admit Card.

7. Mode of selection.

S.No.	Name of the Post	Mode of Selection
i)	Tax Collector	Final selection will be based on merit and marks obtained in written/skill test (The written test will be of 120 marks on the subject of Objective Type Questions having duration of 120 minutes). Answers to the questions will have to be marked on OMR Answer sheet. The questions for written test will be set in bilingual, i.e Hindi & English. There will be a Skill test of typing.
ii)		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.

8. **Eligibility Criteria: - (** not applicable to this post)**

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

- d)** Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession of relevant certificates 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.
- e) The EWS candidates must be in possession of income and asset certificate issued by competent authority as per Govt rule, on or before the closing date of application. (DoPT letter No. 36039/1/2019-Estt(Res) dated 31st January 2019)

9. Syllabus for written Examination/Skill Test

The question paper shall be of 120 minutes duration of 120 marks consisting of 120 objective type questions followed by Skill Test who will qualify written test. The Skill Test shall be of 20 minutes duration of 80 Marks:-

Sl. No	Name of Post	Subject.	No of questions (Each one mark)	Total Marks
1.	Tax Collector	a) Reasoning	120	120
		b) General Awareness/Knowledge		
		c) Quantitative aptitude		
		d) English Comprehension, Drafting, letter writing & Grammar		
2.	-do-	Subject.	No of question(s) (Each 40 marks)	Total Marks
		Typing Test (20 Minutes)	2	80

The syllabus in detail is given below:

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.

General Awareness/Knowledge:- 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 & medical research, Technology, Award & Honors, Indian Polity & Constitution, Current events and issues of National & International Importance.

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 Comprehension:- Official letter writing, drafting, grammar etc, Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting mis-spelt 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.

10. 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 New Pension Scheme as amended from time to time by the Central Govt. as are applicable to employees of Cantonment Boards and rules as made applicable by Government and Cantonment Board from time to time.
- b. 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.
- c. 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.
- d. No TA/DA will be paid to the candidates for appearing for the Examination/ Skill test.
- e. Appointed candidate will be an employee of the Cantonment Board, Bakloh and not of Central Govt.
- 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 person who is older in age will get preference.
- h. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- i. 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 or dies within one year of joining the post, the same shall be filled up from this reserve panel/waiting list. Being on such panel does not bestow any right for the appointment.
- j. The candidate 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.
- k. The final selection of the candidates who have been selected for the posts will be subject to verification of documents and if it is found that the candidate(s) does not possess the requisite qualification or does not fulfil the age criteria or incomplete documents, their candidature will stand cancelled.
- l. The final selection of the candidate is subject to the medical fitness certificate to be issued by the Medical Officer designated by the Cantonment Board Bakloh for the purpose.
- m. 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 Bakloh.
- n. The Cantonment Board reserves the right to place reasonable limit on the total number of candidates to be called for written test/skill test.
- o. The Cantonment Board reserves the right to not fill up the post advertised, without assigning any reason.

- p. In case of any dispute, any suit or legal proceeding by or against the Cantonment Board, Courts within whose local Jurisdiction, the Cantonment Board Bakloh is situated shall have the Jurisdiction.
- q. Canvassing in any form may lead to cancellation of candidature.
- r. 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.
- s. Applications sent through e-mail or post will not be entertained; only application submitted online will be accepted.
- t. The appointing authority will make 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 will verify and satisfy 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 respects for appointment to the post.
- u. 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.**
- v. The applicant should visit website <https://bakloh.cantt.gov.in> frequently to check any update regarding the examinations.
- w. Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board, Bakloh, on any working day between 11am & 4 pm.
- x. **Any corrigendum /changes/ clarification regarding the examination will be notified through the website <https://bakloh.cantt.gov.in> ONLY and no other medium of giving information to candidates will be incorporated. Hence, Candidates are requested to visit the website regularly to get updates.**
- y. 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.
- z. 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.
 - aa. 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/malpractices noticed by the appointing authority or any other reason and no person shall have the right to question the action of the appointing authority. The appointing authority also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
 - bb. Use of calculator, Laptop, Palmtop, other digital, electronic Instrumental/ mobile Cell phone, Paper, Electronic Watches or other gadget 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.
 - cc. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.

- dd. 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.
- ee. Once application is **SUBMITTED**, the same **cannot be changed/ modified/ altered**, in any case, hence candidates are advised to fill the application carefully with all scanned documents, photograph, signature at one stroke. After submitting the online application successfully, take print out of the filled application and keep it for future reference.

11. Documents required from the shortlisted candidates:

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, Bakloh 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) EWS Certificate (if required).
- e) Two latest coloured passport size Photographs.
- f) All the requisite Academic/essential/desirable 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.

12. 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. **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.
- i) Recommendation of any kind will lead to disqualification for the post.
- j) More than one application submitted for the same post.
- k) Non possession of required certificates.

13. **IMPORTANT INSTRUCTIONS :**

- i) The decision of the CEO, Bakloh Cantonment Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of a candidate, etc shall be final and binding on all the candidates.
- ii) After the examination, details regarding marks obtained by each candidate will be placed on the website of the Bakloh Cantonment Board.
- iii) The Admit Cards of the eligible candidates only will be available for downloading from the portal/website.
- iv) Any corrigendum/change regarding the examination will only be notified through the website of Bakloh Cantonment Board and no other medium of giving information to candidates will be incorporated.
- v) The exact date of the Written Test will also be updated on the website.
- vi) Written and Skill Test shall be held at Bakloh Cantt, Tehsil Bhattiyat Distt Chamba Himachal Pradesh-176301

14. **GENERAL INSTRUCTIONS FOR CANDIDATES :**

- i) 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 Organisation.
- ii) The vacancies advertised are provisional and likely to be permanent. In case the vacancy position is reduced by any number, the Board is not liable to compensate the applicant for any consequential damage/loss.
- iii) 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.
- iv) 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.

15. **How to apply?**

Before submitting the online application, candidates should go through the detailed Advertisement thoroughly. Candidates are required to pay special attention to the essential educational requirements and also the desirable qualifications, age criteria, reservation criteria etc

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

i. Check Contact details provided under “CONTACT US” for Online Form Application related queries given on the online application portal.

ii. Email ID- (ceobakl-stats@nic.in)

iii. Office Contact No:- 01899-292991

**(sd/-)
Chief Executive Officer
Bakloh Cantonment Board
(Mabel Christian)**