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Govt. of India, Min. of Defence  
Directorate General, Defence Estates  
Raksha Sampada Bhavan, Ulaanbataar Marg  
Delhi Cantt - 110 010

Dated: 12 November, 2010.

To

The Principal Director, Defence Estates,  
Central / Southern / Western / Northern / Eastern Command,  
Lucknow / Pune / Chandigarh / Jammu / Kolkata.

Sub: Streamlining the Procedure for Direct Recruitment of Cantonment Board Staff

The Cantonment Fund Servants Rules, 1937, framed under the provisions of Cantonment Act, 1924 prescribe the appointing authorities for recruitment of Cantonment Fund Servants. Instructions on various aspects of recruitment have been issued from time to time. However, the set of instructions hitherto in force do not lay down selection process. It has been observed that the procedure adopted by various Cantonment Boards is not uniform. Hence, there is a requirement to streamline the recruitment procedure adopted by Cantonment Boards.

2. With a view to ensure objectivity, transparency and fairness in the selection process and to reduce time taken to complete the selection process, the following instructions are issued on the subject to be adopted by Cantonment Boards for direct recruitment to all category of posts. The detailed instructions of the Government of India as applicable to Cantonment Board employees with regard to reservation of posts for various categories including the physically handicapped, maintenance of roaster, procedure of taking out advertisements, etc issued from time to time will continue to be scrupulously followed by Cantonment Boards. Present set of instructions deal mainly with screening and selection process.

3. The screening and selection process will be as follows:

- i) **Scope of instructions:** These instructions apply to recruitment to all posts in the Cantonment Boards. For Group D posts, certain additional instructions are contained in Para 4 of this letter.
- ii) **Form of Application and its Acknowledgement:** Applications for a post will be invited through an advertisement to be published in the Employment News and other newspapers as per the existing instructions along with a Form of Application. The Form of Application will elicit bio-data of candidates. Along with the application, a candidate will be asked to send two self-addressed envelopes (one to be used if he is to be called for written test/interview, and the other to be used if he is to be issued appointment letter), one self-addressed postcard (to be used to acknowledge his application) and an additional photograph (for Hall ticket).

- iii) All applications received should immediately be acknowledged by stamping the self-addressed postcard and posting it back to the candidate and it shall be entered in an Excel Sheet along with the complete bio-data of the applicant.
- iv) Since recruitment to Cantonment Boards is open to all Indian citizens, including those living in far flung areas, an extra two weeks' time may be given to the candidates staying in remote locations as defined by Govt. of India for submitting the applications.
- v) **Screening of Applications:** All applications received in the Cantonment Board office till the last date for receipt of applications will be screened for eligibility of the candidates strictly as per eligibility criteria by a screening committee to be constituted by the appointing authority.
- vi) **Hall Ticket:** Screened-in candidates will be informed of their eligibility and a Hall Ticket issued to them through the self-addressed envelope. The Hall Ticket will contain photograph, name, sex, category and the date of birth of the candidate, name of post for which applied for, his roll number, date, time and place of tests, duration of tests, subjects of tests, their maximum marks, seat number at the examination centre, the date of interview for candidates successful in written tests, the name and telephone number (mobile number) of the contact person in the Cantonment Board office etc.. A sample copy of Hall Ticket along with a forwarding letter is enclosed.
- vii) **Written test and interview:** The selection will be based on the written tests and interview. The weightage of written tests will be **85%** and that of interview **15%**. Written test includes any typing or stenography test to be undertaken.
- viii) All written tests (excluding typing/stenography tests) in every subject will be objective type.
- ix) Written tests for all candidates on all subjects will be conducted on the same (one) day. In case candidates are to give typing/stenography tests sufficient number of computers should be arranged in advance. All typing tests will be conducted only on computers. There may, however, be instances where the typing / stenography tests cannot be completed in one day because of a large number of candidates. In such an event, the tests may be continued on the days following thereafter and all efforts shall be made to complete it as quickly as possible preferably in a couple of days. The results of the tests shall be declared on the same day these tests are concluded.
- x) Answer papers will be checked immediately after the conclusion of Written Test, Typing / Stenography Test. Answer papers of candidates checked by one examiner will be cross-checked by another examiner and signed by both of them.
- xi) Category-wise results (in case there is reservation) of successful candidates to be called for interview will be declared in the order of merit the same day (as of written test) or the last day of the typing / stenography test (as the case may be) and published on the Notice Board of the office as also on the notice board(s) at the venue of examination. It will also be published in the web-site of the Cantonment Board.
- xii) Interview will be conducted on the very next day. Venue and time of interview will be published on the notice board along with the results of written test.
- xiii) Immediately after the interview, a list of the selected candidates will be prepared in the order of merit by totalling the marks obtained in the written

test and interview and shall be declared on the same day as of the interview by publishing on the Notice Board as well as in the web site of the Cantonment Board.

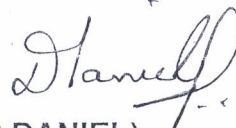
- xiv) While declaring the merit list, sufficient number of candidates in the waiting list should be kept.
- xv) **Time Constraints:** The process of screening of applications and sending call letters / Hall Tickets for written test should be completed within a period of one month of the last date of receipt of applications. And within another one and half months written test / interview be conducted.
- xvi) **Panel duration:** List of successful candidates including waiting list will be operative for a period of one year from the date of publication of final result.
- xvii) **Miscellaneous.** The answer sheets should be kept by the Board for a minimum period of one year.

4. For recruitment to Group 'D' posts, the scheme of tests may vary depending on the type of posts to be filled up. In certain cases, only skill tests may be required; in other cases, physical and skill tests may be required; and there may also be cases where physical and / or skill tests followed by an interview may be required. Efforts shall be made to complete the physical and skill tests in one day and declare the results for the same on the same day. In case because of large number of candidates appearing it is not possible to complete this exercise in one day then the tests may be continued thereafter and the day this exercise is completed, the results based on the merit list shall be declared in the manner as detailed in preceding paragraph. This shall be followed by the interview, if required, the next day and final results shall be declared the same day. In case the physical / skill tests are not going to be completed in one day, then the candidates shall be informed of the date of interview on the first day itself. In cases where interview is also conducted, the weightage for the physical / skill tests and the interview shall be same as indicated in the preceding paragraph i.e. 85% for the physical / skill tests and 15% for the interview. All other instructions as contained in the preceding paragraph 3 shall be applicable for recruitment to Group 'D' posts too.

5. These instructions shall scrupulously be followed by the appointing authorities in the Cantonment Boards and there shall be no occasion for breach of the same.

6. For PD, DE, SC only – The instructions issued on the subject vide PD, DE, SC letter No.19809/Recruitment/DE dated 21<sup>st</sup> October, 2010 stand modified to the extent as above.

7. This issues with the approval of DG DE.



(P DANIEL)

Deputy Director General (Cantts)  
for Director General, Defence Estates