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**BY SPEED POST**

No. 25/Misc/C/DE/2004

Govt. of India, Ministry of Defence  
Directorate General Defence Estates  
Raksha Sampada Bhawan  
Ulaan Bataar Marg, Delhi Cantt-10  
New Delhi-110010

Dated: 17 September, 2013

To

The Principal Director, Defence Estates  
Ministry of Defence  
Central/Eastern/Northern/Southern/ Western Commands  
Lucknow/Kolkata/Jammu/Pune/Chandigarh

**Sub:- Revised Guidelines to Streamline the Procedure for Direct Recruitment of Cantonment Board Staff**

Reference DGDE letter No. dated 12<sup>th</sup> November 2010 on streamlining the procedure for direct recruitment of Cantonment Board staff. <sup>E281A</sup>

2.. In order to streamline the procedure for recruitment of employees in Cantonment Boards, the following revised instructions are issued for observance and compliance by the Cantonment Boards/CEOs:-

(a) **Calculation of Vacancies**

(i) The appointing authority should ascertain the vacancies which actually exist and are likely to arise by the time selection process is finalized. **The vacancy position shall invariably be determined with reference to the Scale Register which should be duly updated.**

(ii) The number of vacancies proposed to be filled up against sanctioned strength, shall be split up amongst various categories, e.g. general category, SC, ST, OBC etc, in accordance with the latest instructions issued by the Central Government from time to time.

(iii) As already instructed under DGDE letter No. 25/Misc/C/DE/2004 dated 13.01.2011, if a vacancy could not be filled within one year of its having arisen, then prior approval of PDDE shall be obtained to fill up the vacancies, be it on regular or contract basis.

(b) **Public Notice**

After ascertaining the vacancies and obtaining approval of the competent authority, wherever required, the CEO should give a public Notice in two local newspapers having wide circulation in the area and the Employment News. The demand should be sent to the Employment Exchange also. The public notice should contain the following:-

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- (i) Details of posts to be filled up and the posts reserved.
  - (ii) Details of lower/upper age limit for each post, alongwith the age relaxation as applicable for each category, cut off date for determining the age (which should normally be the last date for receipt of application).
  - (iii) Details of educational qualifications and experience (if any) (essential/desirable) for each advertised posts.
  - (iv) The last date of receipt of application (under no circumstances should the applications received after the last date be considered).
  - (v) Examination fee, if any, and how it is to be deposited (the mode of payment of examination fee should generally be a demand draft or Banker's cheque).
  - (vi) The details of mode of selection i.e. whether the selection will be based on skill test or written test or interview or a combination of two or all of these. The subject of written test, duration as well as the types of questions to be asked (objective/descriptive) in the test should also be mentioned.
  - (vii) Details of documents to be enclosed with the application form, such as caste certificate, qualification certificates, certificates showing date of birth as well as number of self addressed envelopes, number of passport size photographs, acknowledgment card, etc. be given.
  - (viii) If the applicant wishes to apply to more than one post, separate application for each post should be obtained from the applicant. No application should be accepted which is incomplete. It should be mentioned in the advertisement that in the absence of these documents, the application is liable to be summarily rejected.
  - (ix) The date of examination
  - (x) Application format.
- (c) Screening of Applications
- (i) All the applications received on or before the last date of the receipt of applications, should be acknowledged by stamping the acknowledgement card and posting it back to the candidate.
  - (ii) The Screening of applications received upto due date should be done by a Screening Committee constituted by the CEO. The Screening

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Committee should have minimum three officials of the Board. The details of each application should be entered on the excel sheet with a 'remarks' column giving reasons in case of rejection of an application. No application should ordinarily be rejected merely due to typographical errors. In such cases, candidates should be informed about shortcomings or deficiencies in application and asked to clarify the same with supporting documents on the day of skill test/written test/ interview, as the case may be.

(d) Issuance of Admit Card for the Test

(i) **Hall Ticket:** Screened-in candidates will be informed of their eligibility by way of a Call Letter and a Hall Ticket issued to them through the self-addressed envelope at least one month before the date of examination. The Hall Ticket will contain photograph, name, sex, category and the date of birth of the candidate, name of post applied for, his roll number, date, time and place of test, the name and telephone number (mobile number) of the contact person in the Cantonment Board office etc.

(ii) The details of percentage/ weightage assigned to the written test, skill test and the interview shall also be mentioned in the Admit Card.

(e) Weightage to Written Test/Skill Test/Interview

(i) Where the selection is based on the written tests and interview, the weightage of written test should be 80% and that of interview 20%.

(ii) Where the selection is based on the written as well as skill test and interview, the weightage of written test and skill test combined together should be 85% and of interview 15%.

(iii) Where the selection is based on the skill test and interview, the weightage of skill test should be 80% and that of interview 20%.

(f) Written Test

(i) The question paper should clearly mention the time prescribed for answering the questions as well as the maximum marks assigned to each question, including the total marks.

(ii) The identity of candidates should not be made known to the evaluator of the answer sheets. The appointing authority should adopt a coding system to conceal the identity of candidates and hand over answer sheets to the evaluator bearing code number and not the names and other particulars of the candidate.

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(g) Skill Test/Interview

(i) The skill test should be conducted to fill up the posts of Stenographer, Typist, Data Entry Operator, Computer Operator, Mason, Cook, Mali, Dresser etc. The appointing authority should decide before issuing the public notice of vacancies whether or not the skill test would be given for filling a particular post.

(ii) The members of the Skill Test Committee need not necessarily be confined to Cantt Board. The committee may be composed of members from various organizations having expertise in the related field. The methodology for assessing capabilities, aptitude and skills of candidates and maximum marks to be given for each attribute/ skill should be decided well in advance before conducting the skill test and a record of the deliberations to this effect be preserved for.

(iii) The Interview Committee constituted by the appointing authority need not necessarily be confined to Cantonment Board. The committee may be composed of members from various organizations having expertise in the related field. The committee should consist of minimum three members. If the interview is for the post of reserved category, efforts should be made to associate one member belonging to such category. Efforts should also be made to associate a lady member, if there are women candidates in the fray.

(iv) The distribution of total marks reserved for interview over various parameters should be decided well in advance and a record of deliberations should be kept.

(h) Declaration of Result

(i) In case, the number of candidates is less than 100 and the written test/skill test is conducted at one place, the result of the tests should be declared the same day and the interview should commence from the next day.

(ii) If the number of candidates is higher or if the test is conducted at more than one place, the written test should be held on one date at places to be specified in the call letter in advance. Answer sheets for the written tests and skill tests should be checked and cross checked within 03 days of completion of written and/or skill tests.

(iii) Answer sheets checked by one examiner shall be cross checked by another examiner and signed by both of them.

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(iv) The category-wise results (separate lists for general and reserved categories to be issued) of candidates short listed for interview on the basis of written test and skill tests (if any) shall be displayed on the office notice board in the evening of the 3<sup>rd</sup> day from the date of completion of written/skill tests. The category-wise list shall also be displayed on the website of the Cantonment Board.

(v) The short listed candidates shall be called for interview (if not interviewed on the next day of written/skill test) by issuing call letters on a date which should be at least 02 weeks later from the date of issue of call letter. The dates so fixed for the interview shall not be later than 04 weeks from the date of issue of call letter. The call letter should be issued by speed post or courier. If the number of candidates to be interviewed is higher than 30, the interviews may be conducted at an average rate of 30 candidates per day on a continuous basis until these are completed.

(vi) The results of successful candidates, category-wise, should be declared on the day of completion of interviews.

(hh) General Precautions

(i) No dilution in the upper age limit should be done by the appointing authority under any circumstances except with the previous approval of GOC-in-C, the Command in accordance with provisions of CFSSR, 1937. There shall not be any relaxation in the minimum age limit and educational qualifications prescribed for a particular post.

(ii) 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.

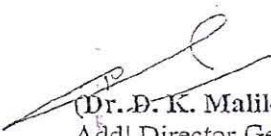
(iii) The answer sheets should be kept under lock & key by Chief Executive Officer for a minimum period of one year. However, in case of an inquiry/litigation, the answer sheets shall be kept till the inquiry/litigation has achieved finality.

(iv) A Waiting List should also be prepared so that in case any selected candidate does not opt to join the offered post or is disallowed due to any deficiency etc, there is a panel of candidates who can be offered appointment in the order of merit.

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(v) The application form should contain a clause where applicant is required to disclose if he is related to any member or employee of the Board.

3. Apart from the above guidelines, the appointing authority should exercise due diligence in the recruitment of staff to ensure fair selection and transparency in the process.
4. The PDs DE are advised to also exercise due diligence and monitor the recruitments conducted by the Cantonment Boards/CEOs on a monthly basis. They should obtain monthly reports from CEOs as on 7<sup>th</sup> of the succeeding month and ensure that the recruitment are carried out in a fair and transparent manner.
5. The aforesaid guidelines may be disseminated to all Cantonment Boards/CEOs in your Command which shall apply to all recruitments to Cantonment Boards.
6. This issues in supersession of this office letter No. 76/67/Misc/ Corr/C/DE/10 dated 12<sup>th</sup> November, 2010.
7. This issues with the approval of DGDE.

  
(Dr. D. K. Malik)  
Addl Director General (C & CRD)  
For DGDE

Copy to:-

1. Director, NIDEM
2. All CEOs (by e-mail)
3. Cbdata
4. DMS