

JHANSI CANTONMENT BOARD

GENERAL INFORMATION FOR CANDIDATES

Introduction

Jhansi Cantonment Board is an autonomous body under the Ministry of Defence, Govt of India to cater civic amenities to the resident of civil area of the Cantonment. The employees of Cantonment Board are governed by Cantonment Board Employees Service Rules, 2021. Employees to be recruited will be posted in Office of the Jhansi Cantonment Board and its other institutions like Hospital, Schools, etc. situated in Jhansi Cantt (U.P.).

Reservation of Vacancies As per notification.

Age Limit

The candidate must be of 21 to 30 years of age group as on 1st March 2023 (i.e. candidates born between 01-03-1993 to 01-03-2002 (including both the dates) can apply for these posts. However, age relaxation in upper age limit may be granted to the candidates belonging to following categories –

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| (a) SC candidates applying against reserved vacancy | : 05 Years |
| (b) OBC candidates applying against reserved vacancy | : 03 Years |
| (c) Person With Disability (Minimum 40% disability) | : 10 Years |
| (d) Ex-serviceman | : Period of Military service+3 years |
| (e) Departmental Candidate with three years continuous service in Jhansi Cantonment Board | : Upto 40 years of age |
| (f) Widows, divorced women and women judicially separated from their husbands and who are not re-married | : Upto the age of 35 years (Upto 40 years for members of SC/ST category) |

Selection Process

1. Selection of the candidates will be done through open competitive examination among the valid candidates applied for the particular post.
2. Question paper for written test will consist of one hundred (100) multiple choice questions of 1 mark each. There will be no negative marking.
3. All the questions will be in bilingual format, wherever possible.
4. OMR Sheets will be used for the purpose of written test.
5. There will be no interview as per Govt rules.
6. There will be a **Skill Test** for the posts of Junior Assistant, Stenographer and Mechanic-cum-Driver.

Tentative Dates and Time for Written Examination

S.No.	Name of Exam	Date and Time
1.	Assistant Teacher	Saturday, 8th April 2023 from 10:00 am to 12:00 Noon
2.	Junior Assistant	Saturday, 8th April 2023 from 02:00 pm to 04:00 pm
3.	Office Assistant	Sunday, 9th April 2023 from 10:00 am to 12:00 Noon
4.	Assistant Engineer (E/M)	Sunday, 9th April 2023 from 02:00 pm to 04:00 pm
5.	Mali	Saturday, 15th April 2023 from 10:00 am to 12:00 Noon
6.	Dresser	Saturday, 15th April 2023 from 02:00 pm to 04:00 pm
5.	Stenographer	Sunday, 16th April 2023 from 10:00 am to 12:00 Noon
6.	Electrician	
7.	Mechanic-cum-Driver	Sunday, 16th April 2023 from 02:00 pm to 04:00 pm

Tentative Dates and Time for Skill Test

(Only for successful candidates in Written Examination)

S.No.	Name of Exam	Date and Time
1.	Junior Assistant	Monday, 10th April 2023 from 12:00 Noon
2.	Stenographer	Monday, 17th April 2023 from 12:00 Noon
3.	Mechanic-cum-Driver	Monday, 17th April 2023 from 03:00 pm

* The Chief Executive Officer, Jhansi Cantonment Board reserves the right to change any or all dates mentioned above.

General Instructions

- Candidates are advised to carefully go through this document before filling up the Application Form.
- Candidates are also advised to check the filled in details and satisfy themselves that all the information is correctly provided in the application form.
- Candidates are advised to ensure while applying that they fulfil all the eligibility criteria and other requirements and that the particulars furnished by them are correct in all aspects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable to be terminated without any notice.

Note :

1. **Successful candidates** will have to produce their below mentioned documents in original along with one set of photocopy at the time of verification –
 - (i) Certificates related to educational qualification
 - (ii) Certificates related to technical qualification, wherever applicable
 - (ii) Proof for date of birth
 - (iii) Caste Certificate, wherever applicable
 - (iv) Supporting document for Fee Exemption, if applied under related category
 - (v) Four coloured passport size attested photographs

2. If any candidate fails to produce any of the above-mentioned documents, his/her candidature is liable to be rejected at any level of the recruitment process.

JHANSI CANTONMENT BOARD

POST SPECIFIC INFORMATION FOR CANDIDATES

For the Post of Assistant Engineer (E/M)

Duties and Responsibilities

Following works are to be performed with regard to maintenance / construction of building, drains, nullas, roads, underground sewer line & STP, street lighting, water supply and any other engineering work.

- a) Site Inspection, Survey, Planning
- b) Preparation of Design, Drawing, Estimates and Tenders
- c) Execution of Electrical/Mechanical Works, Supervision of Sites
- d) To ensure proper and timely water supply
- e) To maintain all the streetlights, park lights, fountains, and other electrical / mechanical equipment installed
- f) Preparation of Measurement Book and Payment to Contractors
- g) To ensure quality work being carried out by contractors
- h) Preparation of reports, notices as per Cantonment Acts
- i) To perform duty for safely demolition of unauthorised construction and encroachment
- j) Attend Courts for evidence, and appeals at Command Headquarters
- k) Deal with Right To Information applications, Parliament questions etc.
- l) Any other task / duties as directed by the CEO / Board.

Syllabus for Written Test

Part-A General Knowledge - 20 Questions

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude and Mathematics - 20 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude, Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-C Electrical Engineering - 20 Questions

(Basic concepts, Circuit law, Magnetic Circuit, AC Fundamentals, Measurement and Measuring instruments, Electrical Machines, Fractional Kilowatt Motors and

single phase induction Motors, Synchronous Machines, Generation, Transmission and Distribution, Estimation and Costing, Utilization and Electrical Energy, Basic Electronics)

Mechanical Engineering - 20 Questions

(Theory of Machines and Machine Design, Engineering Mechanics and Strength of Materials, Renewable Sources of Energy, Laws of Thermodynamics, Engine Cooling & Lubrication, Fitting & Accessories, Air Compressors & their cycles, Refrigeration, Fluid Mechanics, Power Plant Engineering, Mechatronics and Robotics, Turbo Machinery)

Part-D

English Language - 20 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Assistant Teacher (Primary)****Duties and Responsibilities**

- a) Teaching work in Cantonment Board Schools
- b) Any other task assigned by the CEO/Board

Syllabus for Written Test**Part-A General Knowledge - 20 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude and Mathematics - 20 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude, Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-C Teaching Skills / Aptitude - 40 Questions

(Characteristics of teaching, concepts and objectives of teaching, principles and effective ways of teaching, factors affecting teaching, teaching evaluation system, classroom process and behaviour, teaching support system, teaching competency)

Part-D English Language - 20 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Junior Assistant****Duties and Responsibilities**

Day-to-day clerical work as well as other tasks as assign by the CEO.

Syllabus for Written Test**Part-A General Knowledge - 25 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude - 25 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude)

Part-C Mathematics - 25 Questions

(Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-D English Language - 25 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

Skill Test

1. There will be a Skill (Typing) Test for the post of Junior Assistant which is only of qualifying nature.
2. A panel of 04 candidates in each category securing highest marks in written examination will be prepared for skill test (Typing test on computer), if the top scoring candidate in any particular category fails to qualify the skill test, then the candidate at number 2 position in that category shall be considered for appointment and so on.
3. Typing test will be conducted only on desktop computers, no typing machine will be allowed.
4. Computers for the purpose of typing test will be provided by Jhansi Cantonment Board.
5. **PHYSICALLY HANDICAPPED CANDIDATES** who are exempted from typing test by a Medical Board, must have to produce the certificate issued by the competent authority.

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Stenographer****Duties and Responsibilities**

- a) Taking dictation from senior officers and draft the same
- b) Carried out duties of PA to CEO
- c) Day to day Typing work in English and Hindi
- d) Any other work/task assigned by the CEO/Board

Syllabus for Written Test**Part-A General Knowledge - 25 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude - 25 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude)

Part-C Mathematics - 25 Questions

(Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-D English Language - 25 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

Skill Test

1. There will be a Skill Test (English Shorthand and Typing) for the post of Stenographer which is only of qualifying nature.
2. A panel of 04 candidates securing highest marks in written examination will be prepared for skill test, if the top scoring candidate fails to qualify the skill test, then the candidate at number 2 position will be considered for appointment and so on.
3. Typing test will be conducted only on desktop computers, no typing machine will be allowed.
4. Computers for the purpose of typing test will be provided by Jhansi Cantonment Board.

JHANSI CANTONMENT BOARD

POST SPECIFIC INFORMATION FOR CANDIDATES

For the Post of Electrician

Duties and Responsibilities

- a) Installation, Repair and Maintenance of streetlights.
- b) Install, maintain, and enhance electrical systems and components, including fuses, lights, and wiring.
- c) Inspect, test, and diagnose issues with electrical systems and components.
- d) Perform all work in a manner that meets and follows electrical codes, blueprints, and standards.
- e) Test electrical systems and components to ensure proper functioning.
- f) Complete required documentation of repairs and service information.
- g) Perform preventative maintenance on electrical systems and components.
- h) Troubleshoot problems and make timely repairs.
- i) Performs other related duties as assigned by the CEO.

Syllabus for Written Test

Part-A General Knowledge - 20 Questions

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B Mathematics & General Aptitude - 20 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude, Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-C Electrician Skill – 40 Questions

(Safety and environment, use of fire extinguishers, artificial respiratory resuscitation, trade tools & its standardization, types of conductors, cables & their skinning & joint making, Basic electrical laws like Kirchhoff's law, ohm's law, laws of resistances, laws of magnetism, single phase and poly-phase circuits, balanced & unbalanced loads, cells, earthing, different types of light fittings, measuring instruments, range extension, transformer, electrical rotating machines, synchronization of alternators, machine and induction motors, switching devices)

& amplifiers, different wave shape, AC/DC motors, thermal, hydel, solar & wind energy systems, relay and circuit breaker)

Part-D English Language - 20 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Mechanic-cum-Driver****Duties and Responsibilities**

- a) Maintains of vehicles, which may include a cars, trucks, heavy equipment, tractor/trailers, and other motor vehicles.
- b) Performs routine and preventive maintenance including oil changes and tune-ups.
- c) Performs tests on specific parts and systems to ensure proper function.
- d) Identifies mechanical problems.
- e) Examines critical parts and systems using a standard checklist.
- f) Repairs or replaces malfunctioning parts and systems such as brake pads, belts, water pumps, transmissions, and other mechanical parts.
- g) Plans and establishes timetable to complete repairs and maintenance.
- h) Test drives vehicle to confirm safe and proper operation.
- i) Performs other related duties as assigned by the CEO/Senior Officers.

Syllabus for Written Test**Part-A General Knowledge - 20 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B Mathematics & General Aptitude - 20 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude, Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-C Mechanical/Driving Skills – 40 Questions

(Safety aspect, identification of tools & equipment, raw materials, Measuring & marking, basic fastening and fitting operations, basics of electricity, batteries, hydraulics and pneumatics components, various types of vehicle, Diesel Engine of LMV, Overhauling of Cylinder, Head, valve train, Piston, connecting rod assembly, crankshaft, flywheel and mounting flanges, spigot and bearings, camshaft etc. parts of engine, Cooling, lubrication, Intake & Exhaust system of Engine, diesel fuel system, FIP, Starter, alternator, light vehicle/Heavy Vehicle transmission units including Gear box, Single plate clutch assembly, Diaphragm clutch assembly,

Constant mesh Gear box, synchromesh gear, gear linkages, Propeller shaft, Universal Slip Joint, Rear axle assembly, Differential assembly, Chassis units, Standard repair methods, health and safety requirements, Traffic Regulations and road safety measures, etc.)

Part-D English Language - 20 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

Skill Test

1. There will be a Skill Test (Driving / Mechanical Skill) for the post of Mechanic-cum-Driver which is only of qualifying nature.
2. A panel of 04 candidates securing highest marks in written examination will be prepared for skill test, if any of the top 2 scoring candidates fails to qualify the skill test, then the candidate at number 3 position will be considered for appointment and so on.
3. Vehicle for the purpose of skill test will be provided by Jhansi Cantonment Board.

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Office Assistant (Peon)****Duties and Responsibilities**

- a) To assist in any office work as may be required.
- b) He should be aware of all the stationery and other requirements required in a meeting hall.
- c) He should keep the office tables, chairs, almirahs, windows, book-shelves, cubicles and cabin clean and tidy.
- d) Before leaving the office, he should check if all the systems are switched off, lights and fans are switched off, doors and windows of the cabinet are closed.
- e) To delivery daily dak.
- f) Any other work / task as assigned by the CEO/Senior Officers.

Syllabus for Written Test**Part-A General Knowledge - 25 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude - 25 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude)

Part-C Mathematics - 25 Questions

(Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-D English Language - 25 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Mali****Duties and Responsibilities**

- a) To Maintain and grow the garden, parks and roadside plantation.
- b) Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- c) Plant and nurture new trees, flowers, and various plants.
- d) Service all garden equipment and machinery.
- e) Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- f) Any other work / task as assigned by the CEO/Senior Officers.

Syllabus for Written Test**Part-A General Knowledge - 25 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude - 25 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude)

Part-C Mathematics - 25 Questions

(Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-D English Language - 25 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)

JHANSI CANTONMENT BOARD**POST SPECIFIC INFORMATION FOR CANDIDATES****For the Post of Dresser****Duties and Responsibilities**

- a) Dressing boils, wounds, sores, and cuts, among others.
- b) Cleaning sores, cuts, wounds with antiseptic solution/ cream/ ointment.
- c) Preparing patients for surgeries.
- d) Helping patients with pain-relieving drops in ears, eyes, or nose.
- e) Giving first aid in case of a medical emergency
- f) Helping patients with pre-operation care
- g) Applying paints, ointment, and liniments on injuries/ wounds.
- h) Massaging any body part under the guidance and advice of the doctor or surgeon
- i) Bandaging wounds and other affected body parts.
- j) Any other work / task as assigned by the CEO/Senior Officers.

Syllabus for Written Test**Part-A General Knowledge - 25 Questions**

(Current Affairs, Indian History, World History, Geography, General Awareness, Indian Politics and Constitution, Awards, Authors, Religion and Culture, General Science, Sports, Personalities, Monuments)

Part-B General Aptitude - 25 Questions

(Verbal Aptitude, Quantitative Aptitude, Analytical Aptitude, Spatial Aptitude)

Part-C Mathematics - 25 Questions

(Ratio and Proportion, Time, Speed, and Distance, Work and Time Equations, Basic Statistics (Mean, Average, Median, and Variance, etc.), Stocks, Shares, and Debentures, Percentages, Clock Ray Questions, Volume and Surface Area, Logarithms, Permutation and Combination, Partnerships, Heights and Distances, Probability, Simple and Compound Interest, Profit / Loss and Discounts, Basic Algebra, Basic Trigonometry, Charts / Bars / and Graphs, Data Interpretation)

Part-D English Language - 25 Questions

(Reading Comprehension, Grammar, Para jumbles, Fill in the Blanks, Synonyms and Antonyms, Idioms and Phrases, Sentence Correction, Error Spotting, One Word Substitution, Sentence Rearrangement, Active & Passive Voice)