

## VACANCIES AT KIRKEE CANTONMENT BOARD, PUNE-3.

### KIRKEE CANTONMENT BOARD,

17, Field Marshal Carriappa Marg, Pune – 411 003.

Tel No.020-25817510 Fax No.020-25818391

Name of Post	No.of Vacancies	Category	Pay-band Grade Pay	Minimum Qualification
Junior Clerk	12 (The number may vary)	OBC - 2 SC - 1 ST - 1 GEN – 8	5200 – 20200 GP:- 1900	1. Graduation in any stream from Govt recognized university. 2. Computer knowledge with certification from Govt recognized institution 3. Additional qualifications like typing, shorthand etc would be given weightage.

#### Note :-

- Application form along with instructions has been uploaded on the website <http://www.cbkirkee.org.in> Application should be downloaded from the website and shall strictly be in the same format as in the website. Any deviation in the format shall result in rejection of the application. Application should be accompanied by the following certificates. In case the requisite documents are not found enclosed, the application would summarily be rejected. The applications form along with certificates should be sent by ordinary post in envelope boldly super-scribing “APPLICATION FOR THE POST OF JUNIOR CLERK”.
  1. Date of Birth proof: 10<sup>th</sup> Class Certificate from recognized Board of Education.  
(Maximum age as on 01-05-2012 should be 25 for general, 28 for OBC and 30 for SC/ST candidates)
  2. Self Addressed Envelope of size 28cm X 12cm with Rs.10/- postal stamps affixed.
  3. Bank Draft / Postal Order in favour of “Chief Executive Officer, Cantonment Board, Kirkee” for Rs.100/- payable at Pune drawn on Nationalized Banks.
  4. OBC/SC/ST certificate as applicable for CENTRAL GOVERNMENT EMPLOYMENT along with Non Creamy layer certificate wherever applicable.
  5. Two recent pass port size colour photographs.
- Incomplete or unsigned applications and applications received without prescribed certificates and applications received after the due date will be summarily rejected without intimation to the applicant and no further correspondence will be entertained.
- Those working in Government Establishments, Public Sector Undertakings, Autonomous Bodies should apply through proper channel. Advance applications will not be considered.
- The last date for receiving the applications will be 10<sup>th</sup> April, 2012
- The interview letter with the date & place will be intimated through post.

The selection will be based on written test/interview to test the candidates capabilities of logic, analysis and comprehension and arithmetical ability. Candidates skill on computers and communication, both oral & written would also be tested.

Sd/-  
CHIEF EXECUTIVE OFFICER,  
CANTONMENT BOARD, KIRKEE.  
( SVR CHANDRA SEKHAR )