

# **JHANSI CANTONMENT BOARD**

## **RECRUITMENT FOR THE POST OF ASSISTANT ENGINEER (CIVIL)**

### **INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE RECRUITMENT APPLICATION**

1. Online Application for recruitment to the posts of Assistant Engineer (Civil) are invited to capture information related to Personal Profile, Contact detail, Age Relaxation, Fee Concession, Educational Qualification, Experience etc. of candidates.
2. Details can be filled in multi-session -
  - a) Log on to our website <http://www.cbjhansi.org.in/> to access the home page of Jhansi Cantonment Board.
  - b) First of all you have to Register yourself by clicking the link -  
**'Career -> Candidate Registration'**.
  - c) After successful registration go to **'Fee Payment'** option to pay the Application Fee.
  - d) Application Fee is Rs. 200/- (Rs. Two hundred only). **SC/ST candidates, person with disabilities and widow/divorced/judicially separated women candidates are exempted from payment of Application Fee.**
  - e) After successful payment of Application Fee, you will get a confirmation SMS from us regarding receiving of Application Fee. After that you may proceed further to complete your Application Form.
  - f) Go to **'Career -> Fill Application Form'** and fill up the required information and submit the form by clicking on **'Submit'** button.
3. Before filling up the Online Recruitment Application, candidates are advised to **carefully go through the 'How to Apply' document.**

4. In case you have forgotten your Registration Id you may click on “Forgot Registration ID” link available on respective pages. By submitting **Name** and **Mobile Number** you can retrieve your Registration detail.
5. In case you are not registered, you are requested to register yourself first. Keep in mind that on Registration page, all the fields are mandatory.
6. After successful registration, a confirmation page shall be displayed and a confirmation SMS with registration number shall also be generated.
7. You are advised to note down your Registration Number and other details you have provided or take printout of confirmation page.
8. On the Application Form, fields marked as \* are mandatory while other are optional.
9. You are advised to provide as much information as possible about yourself.
10. After filling all the necessary information, you have to **click the checkbox against “I have carefully read and understood all the information”**.
11. The candidate has to upload his / her passport size photograph and scanned signature in black ink on white paper in JPG format. The size of each file should not be more than 40 KB.
12. Scanned Photograph and Signature Uploaded must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected.
13. For photograph, the pixel size is 140 pixels height x110 pixels width and for signature it should be 110 pixels height x140 pixels width.
14. To upload the images of recent Photograph and Specimen Signature click on Upload Photograph / Upload Signature buttons.
15. Candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates

would be allowed at any subsequent stage of the Online Recruitment Application process once the same is submitted.

16. Click on submit button after filling all the details as asked for.
17. After submitting your application take printout of the same but **do not send the hard copy to this office** as we do not require the same.
18. The candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. 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.
19. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable to be terminated without any notice.